

AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING

P1

Adams County Board Room

April 21, 2015 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of March 17, 2015 minutes
8. Public participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Pisellini, Repinski, Roekle, Roseberry, Skala and Stuchlak
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** Appoint Lisa McElmurry, American Red Cross, and Sarah Grossheusch, Public Health, to the Local Emergency Planning Committee (LEPC).
13. **Unfinished Business:** Appoint Jack Grignano to the Veterans Committee replacing James Kane.
14. **New Business:** None
15. **Reports and Presentations:**
 - A. Miscellaneous:
 - Daric Smith, RIDC
 - ACDoF/County Clerk Report
 - Ad Hoc Reports
 - Town of Rome Code of Ordinances Amendment #03-2015
 - Town of Rome Code of Ordinances Amendment #04-2015 and #05-2015

16. Review Committee Minutes

Ad Hoc Com on Appts 4/9	Executive 4/7	L&W 3/3	Property 3/11
Ad Hoc Org 3/5, 3/30	H&HS/Vet 3/6	Library 2/23	PS&J 3/11
Admin & Finance 3/5	Health Ins 2/24, 3/24	LEPC 3/2	Surveyor 3/2015
Airport 3/9	Hwy 3/12	P&Z 3/4, 4/1	UW Ext 3/10, 3/16
County Board 3/17			

17. **Resolutions:**

Res. #20: Resolution to support the provision of base funding by the state of Wisconsin to local health departments for the provision of mandated communicable disease control and prevention activities

Res. #21: Resolution to approve out-of-state travel and accommodations for the Public Health Nurse Supervisor and one Public Health Nurse to Denver, CO from June 13th to 18th, 2015

Res. #22: To create the position of County Manager/Administrative Coordinator and eliminate the Administrative Coordinator/Director of Finance position

Res. #23: To rescind Resolution#75-2014 that previously established the Adams County Government In-Line Structure

Res. #24: Development and maintenance of State funded Snowmobile, ATV/UTV trails, and ATV campground

Res. #25: To approve a three (3) year Agreement from January 1, 2015 through December 31, 2017, with the Adams County Deputy Sheriff's Association, Local 355, of the Wisconsin Professional Police Association
18. **Ordinances:**

Ord. #04: To rezone a portion of a parcel of land (approx. 3 acres) located in the NW ¼, NW ¼, Section 2, Township 14 North, Range 6 East on 9th Avenue, Town of Dell Prairie, Adams County

P2 Wisconsin, from an A1 Exclusive Agriculture District to an R1-Large Lot Single Family Residential District, owned by Gregory & Roberta S. Stroede.

19. **Denials:** None
20. **Petition:** None
21. Approve Claims
22. Approve Per Diem and Mileage
23. Motion for County Clerk to correct errors
24. Set next meeting date(s)
25. Adjournment

RESOLUTION TO APPROVE A THREE-YEAR CONTRACT WITH THE ADAMS COUNTY DEPUTY SHERIFF'S ASSOCIATION LOCAL 355 OF THE WISCONSIN PROFESSIONAL POLICE ASSOCIATION

INTRODUCED BY: Executive and Admin & Finance Committees

INTENT & SYNOPSIS: To approve a three (3) year Agreement from January 1, 2015 through December 31, 2017, with the Adams County Deputy Sheriff's Association, Local 355, of the Wisconsin Professional Police Association.

FISCAL NOTE: A 2% increase on wage rates effective January 1, 2015; a 2% increase on wage rates effective January 1, 2016; a 2% increase on wage rates effective January 1, 2017; a 1/2% increase on wage rates effective October 1, 2017. The wage increase for 2015 - 2017 is estimated to be a net increase of approximately \$91,162 over three years.

WHEREAS: On March 24, 2015, the Executive Committee tendered to Adams County Sheriff's Department Local 355, a settlement proposal recommending changes to the Collective Bargaining Agreement which expired on December 31, 2014 between Adams County Sheriff's Department Local 355 and the County; and

WHEREAS: The Adams County Sheriff's Department Local 355 Bargaining Committee agreed to submit the March 24, 2015, settlement proposal to its membership for a ratification vote and subsequently ratified the settlement proposal; and

WHEREAS: The changes to the Collective Bargaining Agreement tentatively agreed to by the parties as set forth in the settlement proposal are attached to this Resolution.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors that the Collective Bargaining Agreement between Adams County and the Adams County Deputy Sheriff's Association Local 355 of the Wisconsin Professional Police Association, from January 1, 2015 through December 31, 2017, is hereby approved.

Recommended for adoption by the Executive Committee this 7th day of April, 2015.

Flourence Johnson

John West

Recommended for adoption by the Admin & Finance Committee this 9th day of April, 2015.

Larry Babcock

John West

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this 21st day of April, 2015

Tabled _____

County Board Chair

☒ Reviewed by Corporation Counsel

County Clerk

☒ Reviewed by AC/DOF

AGREEMENT

The Agreement is made and entered into by and between the County of Adams, a Municipal Corporation (hereinafter referred to as the "County" or "Employer") and The Wisconsin Professional Police Association, Law Enforcement Employee Relations Division (hereinafter referred to as the "Association") representing certain employees of the Adams County ~~Sheriffs Department~~ Sheriff's Office, Local 355.

ARTICLE 1 - INTENT AND PURPOSE

Section 1: It is the intent that the following Agreement shall be an implementation of the provisions of Section 111.70 and 111.77 of the Wisconsin Statutes.

Section 2: Both of the parties to this Agreement are desirous of reaching an amicable understanding with respect to the Employer-Employee relationship which exists between them and to enter into an agreement covering matters primarily related to rates of pay, hours of work, and conditions of employment.

ARTICLE 2 – RECOGNITION

Section 1: The County recognizes The Wisconsin Professional Police Association, Law Enforcement Employee Relations Division as the exclusive collective bargaining representative for the purposes of collective bargaining on questions of wages, hours and conditions of employment, of all regular full-time and regular part-time employees of the Adams County ~~Sheriffs Department~~, Sheriff's Office Local 355, with regular powers of arrest, excluding the Sheriff, supervisory, managerial and confidential employees.

ARTICLE 3 - FAIR SHARE AGREEMENT

Section 1: Membership in the Association is not compulsory. An employee may join the Association and maintain membership therein consistent with its constitution and by-laws. No employee will be denied membership because of race, color, creed, or sex. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Association has denied any employee membership because of race, color, creed, or sex.

Section 2: The Association will represent all of the employees in the bargaining unit, members and non-members, fairly and equally and therefore, all employees shall pay their proportionate share of the costs of the collective bargaining process and contract administration by paying an amount to the Association equivalent to the uniform dues of the Association.

Section 3: The Employer agrees to deduct the amount of dues certified by the Association as the amount uniformly required of its members from the earnings of the employees affected by this Agreement and pay the amount to the Association on or before the end of the month in which such deduction is made.

Section 4: As a convenience to the employees who desire to become full Association members, the Employer agrees to deduct from their pay the initiation fee required for membership or installments thereof, as certified by the Association, and to pay the amount to the Association on or before the end of the month in which such deduction is made, provided the employee has signed a check-off authorization and assignment for this purpose.

Section 5: The Association shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability, which shall arise out of any action taken by the Employer under this Section for the purpose of complying with the provisions of this Article.

Section 6: The Association shall provide employees who are not members of the Association with an internal mechanism within the Association which will allow those employees to challenge the fair share amount certified by the Association as the cost of representation and receive, where appropriate, a rebate of monies determined to have been improperly collected by the Association. To the extent required by state and federal law, the Association will place in an interest bearing escrow account any disputed fair share amounts until a determination has been made by an impartial umpire designated by the Wisconsin Employment Relations Commission.

Section 7: Dues Deduction: The Employer agrees to deduct monthly dues from the pay of employees who individually sign voluntary check off authorization forms supplied by the Association which shall include the following statement:

I, the undersigned, hereby authorized the County to deduct Association dues from the second paycheck of every month and direct that such amount so deducted be sent to the Treasurer of the Association for and on my behalf. The authorization shall be irrevocable and shall automatically renew itself for successive years unless I give 30 days written notice to the County and the Association of my desire to change the amount or revoke the dues deduction at the end of such 30-day period or at the end of such year.

Name _____ Date: _____
Witness _____ Date: _____

The Employer agrees to deduct the appropriate amount from the second paycheck of each month of each employee requesting such deduction following receipt of the above enumerated statement and shall remit the total of such deductions to the Treasurer of the Association in a timely manner with a list of the names that the deductions have been deducted from. Any changes in the amount to be deducted shall be certified to the Employer by the Association at least 30 days prior to the effective date of such change.

ARTICLE 4 - MANAGEMENT RIGHTS

Section 1: It is recognized that, except as expressly stated herein, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the County in all its various aspects, including, but not limited to, the following: the right to direct working forces; to plan, direct and control all the operations and services of the County; to determine the method, means, organization and number of personnel of which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours, and assign overtime; to determine whether goods and services are to be made or purchased; to hire, promote, demote, suspend, discharge for just cause, or to layoff employees; to make and enforce reasonable work rules and regulations; and to change or eliminate existing methods, equipment, services, or facilities.

Section 2: The above shall be in compliance with the provisions of this collective bargaining agreement and applicable Wisconsin Statutes. The foregoing shall not be used for the purposes of undermining the Association or discriminating against any of its members.

ARTICLE 5 - GRIEVANCE PROCEDURE

Section 1: A grievance shall be defined as a dispute or disagreement raised by an employee, or the Association, against the Employer involving the interpretation, or application, of the specific provisions of this Agreement. Grievances, as defined herein, shall be processed in the following manner:

STEP 1: The grievance shall be presented to the Sheriff within fifteen (15) calendar days of the occurrence of the alleged violation. The Sheriff shall, within fifteen (15) calendar days, inform the Union Committee and/or representative in writing of his/her decision.

STEP 2: If a satisfactory settlement is not reached at the Sheriff's level, the Association Committee or the Representative shall prepare and present the grievance in writing to the Personnel Director within ten (10) calendar days after receipt of the Sheriff's decision. The Personnel Director shall respond in writing within ten (10) calendar days of receipt of the grievance.

STEP 3: If a satisfactory settlement is not reached, as outlined in STEP 2, within seven (7) calendar days, the grievance may be presented, in writing, to the Executive Committee, or its designee. Said Committee shall meet with the grievant or representative at a mutually agreeable date and time, not less than ten (10) nor more than forty (40) calendar days after receipt of the written grievance, to discuss the grievance. The Executive Committee shall render a written decision within seven (7) calendar days after said meeting.

STEP 4: If a satisfactory settlement is not reached in STEP 3, the grievance may be submitted to arbitration within ten (10) calendar days after receipt of the Step 3 written decision. A grievance may be submitted to arbitration by requesting the Wisconsin Employment Relations Commission submit a list of five (5) outside, non WERC arbitrators, from which the parties shall alternately strike names to select the arbitrator. The appointed arbitrator shall make the decision on the grievance which shall be final and binding on both parties.

The decision of the arbitrator shall be limited to the subject matter of the grievance and shall be restricted solely to the interpretation or application of the Agreement in the area where the alleged breach occurred. The arbitrator shall not modify, add to, or delete from the express terms of the Agreement.

Section 2: The time limits mentioned above may be extended by mutual consent of the parties. In cases of discipline, where discipline is imposed under Wis. Stats. 59.26, the disciplined employee may appeal such discipline either to arbitration under this Grievance Procedure, or to Circuit Court under Wis. Stats. 59.26, but not both. Discipline which is not imposed under Wis. Stats. 59.26 shall be appealed, if desired, through this Grievance Procedure, commencing at Step 1.

Section 3: The costs of the arbitration proceedings shall be borne by the parties in equal shares, except that each party shall be responsible for their own attorney's fees, witness fees, service fees, or other expenses incurred in obtaining or presenting evidence to be submitted to the arbitrator. A transcript shall be prepared for each arbitration, unless mutually agreed otherwise, and the cost of same shall be shared equally by the parties.

ARTICLE 6 – WAGES

Section 1: The salary schedule below shall be in effect commencing January 1, 2012 **2015**

PATROL DIVISION (Includes the classifications of Patrol Officer.)

<u>EFFECTIVE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>	<u>2 YEARS</u>
<u>1/1/15 (2%)</u>	<u>\$ 21.97</u>	<u>\$ 22.87</u>	<u>\$ 23.75</u>	<u>\$ 24.02</u>
<u>1/1/16 (2%)</u>	<u>\$ 22.41</u>	<u>\$ 23.33</u>	<u>\$ 24.22</u>	<u>\$ 24.50</u>
<u>1/1/17 (2%)</u>	<u>\$ 22.86</u>	<u>\$ 23.79</u>	<u>\$ 24.70</u>	<u>\$ 24.99</u>
<u>10/1/17 (½%)</u>	<u>\$ 22.97</u>	<u>\$ 23.91</u>	<u>\$ 24.83</u>	<u>\$ 25.12</u>

(Includes the classification of Patrol Sergeant.)

<u>EFFECTIVE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>	<u>2 YEARS</u>
<u>1/1/15 (2%)</u>	<u>\$ 24.51</u>		<u>\$ 24.67</u>	<u>\$ 24.99</u>
<u>1/1/16 (2%)</u>	<u>\$ 25.00</u>		<u>\$ 25.17</u>	<u>\$ 25.49</u>
<u>1/1/17 (2%)</u>	<u>\$ 25.50</u>		<u>\$ 25.67</u>	<u>\$ 26.00</u>
<u>10/1/17 (½%)</u>	<u>\$ 25.63</u>		<u>\$ 25.80</u>	<u>\$ 26.13</u>

INVESTIGATIVE DIVISION (Includes the classification of Investigator.)

<u>EFFECTIVE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 YEAR</u>	<u>2 YEARS</u>
<u>1/1/15 (2%)</u>	<u>\$ 24.61</u>	<u>\$ 25.07</u>	<u>\$ 25.23</u>	<u>\$ 25.51</u>
<u>1/1/16 (2%)</u>	<u>\$ 25.10</u>	<u>\$ 25.57</u>	<u>\$ 25.74</u>	<u>\$ 26.02</u>
<u>1/1/17 (2%)</u>	<u>\$ 25.61</u>	<u>\$ 26.08</u>	<u>\$ 26.25</u>	<u>\$ 26.54</u>
<u>10/1/17 (½%)</u>	<u>\$ 25.73</u>	<u>\$ 26.21</u>	<u>\$ 26.39</u>	<u>\$ 26.67</u>

After five (5) years of service, an additional 10 cents per hour. (\$0.10 total)

After ten (10) years of service, an additional 15 cents per hour. (\$0.25 total)

After fifteen (15) years of service, an additional 20 cents per hour. (0.45 total)

After twenty (20) years of service, an additional 25 cents per hour. (\$0.70 total)

Employees promoted to the position of Investigator shall receive the next highest rate of pay above the pay classification the employee was promoted from. Investigators will rotate on a weekly basis for "on-call" duty and will cover all hours during the calendar week when no Investigator is on duty. The on-call Investigator will be assigned a cell phone or pager and will be paid \$1.25 per hour for every on-call hour. If an Investigator is called during the on-call hours, the Investigator shall be compensated according to Section 4 – Call-In (below).

Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday. ~~An employee's full base paycheck, without impact by premium pay of any kind, shall be computed as 1/26th of his/her annual salary.~~

~~Section 2: The Employer may determine shift schedules for various positions on January 1st, May 1st, and September 1st of each year. Employees within each classification may then bid their preferred shift schedule on a seniority basis. Bids shall be posted by the 10th of the month preceding the effective date.~~

Section 2: The Employer shall determine shift schedules, which shall be posted during the 2nd week in November for fifteen (15) days and be effective on January 1st of the following year. Employees within each classification shall bid their preferred shift schedule on a seniority basis. Schedules shall be posted during the 2nd week of December. Should a vacancy occur in one of the shifts during the year, the shift shall be posted and the most senior employee posting shall be selected by the Sheriff. There will be no rotating shifts worked.

The Employer may utilize two (2) employees, whose classification is that of Patrol Officers as floaters. Such employees will not be assigned to a regular shift on a ~~one hundred twenty (120) day~~ bid basis, but will, instead, be assigned an irregular shift consisting of approximately the same number of hours as the regular Patrol Officers and including, to the maximum extent possible, the filling of all predictable vacancies. The floater positions shall be bid in the same manner as other shifts and, in the event such positions are not bid, they will be filled by employees with the least seniority. The regular schedule of floaters shall include at least eight (8) hours between shifts.

Additionally, the Employer shall notify a floater of a change in his/her regular schedule at least twelve (12) hours in advance.

Section 3 - Overtime: The parties agree to work periods, as defined by section 7(k) of the Fair Labor Standards Act, of ~~twenty four (24) days~~ **twenty-eight (28) days** for the Patrol Officers and Sergeants, with a ~~twenty one (21) fourteen (14) day period~~ and **for** Investigators, with regular schedules as follows:

~~All employees who work in excess of their normal regular scheduled work week, (6-2)(6-2)(5-3), or work eight (8) hours, except Investigators who shall work a (3-2)(5-2)(7-2) cycle, shall receive one and one half (1 1/2) times their straight time hourly rate, or shall have the option of receiving compensatory time off at the rate of time and one half (1 1/2) for each one (1) hour of overtime worked. Each employee whose regularly scheduled shift exceeds eight (8) hours because of the time change will receive credit for one (1) hour of overtime.~~

All employees who work in excess of their normal regular scheduled work cycle of (2-2) (3-2) (2-3), or work in excess of their normal shift of twelve (12) hours and those employees who work in excess of their regularly scheduled eight (8) hour shifts or their regularly scheduled (5-2) work cycle, shall receive overtime pay at one and one-half (1-1/2) times their straight time hourly rate, or shall have the option of receiving compensatory time off at the

rate of time and one-half (1-1/2) for all overtime worked. Each employee whose regularly scheduled shift exceeds twelve (12) hours because of the time change will receive credit for one (1) hour of overtime.

Compensatory time may be accumulated up to a maximum of forty-eight (48) hours (**refillable**), however, an employee must use those hours banked by November 30th of each year, or such time will be paid out in cash. Compensatory time usage shall be administered as follows:

1. Employees must have compensatory time hours earned and banked before requesting the use of compensatory time hours.
2. Compensatory time cannot be scheduled if overtime would be created, and denial of compensatory time shall be non-grievable, unless shown that denial was without cause.
3. Use of compensatory time hours will not be approved when two (2) employees from the same classification are on vacation.

No employee Employees shall be permitted to be on-duty more than sixteen (16) continuous hours without eight (8) hours off, unless so authorized by the Sheriff. Bargaining unit employees shall be offered all overtime by division, except for trips, special events, and civil process. To qualify for overtime pay or compensatory time accrual, an employee will be paid, or shall accrue compensatory time, to the nearest fifteen (15) minutes hour in excess of his/her normal work schedule.

Procedure:

- A. Whenever a vacant regular shift needs filling, either via posting or call-in, said shift shall first be offered within the classification consistent with the following:
 1. ~~First choice to fill the vacant shift, seniority notwithstanding, shall be offered to the employee who is scheduled to be off-duty at the time in question on his/her first of three consecutive days off.~~
 2. ~~If the vacant shift is not filled pursuant to (A)(1) above, the next order of choice to fill the vacant shift shall be afforded, by seniority, to those employees scheduled off on the day in question.~~
 3. ~~If the vacant shift is not filled pursuant to (A)(1) and (2) above, the vacant shift may be offered as a double shift (allowing the employee to work 16 hours straight) to all employees within the classification on the basis of seniority.~~
 4. ~~If the vacant shift is not filled pursuant to (A)(1), (2) or (3) above, the vacant shift may be split equally between an off-going bargaining unit employee and calling-in an on-coming bargaining unit employee within the classification.~~
1. **The vacant shift shall be offered to, by seniority, the employee scheduled to be off-duty at the time in question and able to work the full vacant shift.**

- a. For the purposes of clarification "scheduled to be off-duty" shall mean that the employee is not scheduled to work, attend training, working another vacant shift, or performing other work related functions for the County that day that do not exceed 2 hours.
 2. If the vacant shift is not filled pursuant to (1) above, the next order of choice to fill the vacant shift shall be offered, by seniority, to employees scheduled to be off-duty and split the vacant shift.
 3. If the vacant shift is not filled pursuant to (1) or (2) above, the next order of choice to fill the vacant shift shall be offered, by seniority, to employees scheduled to be on-duty and split the vacant shift, working 16 hours.
- B. If the vacant shift is not filled pursuant to (A) above, the next order of choice to fill the vacant shift shall be afforded, by seniority, within the Division.
- C. If the vacant shift is not filled pursuant to (A) or (B) above, then management may fill said vacant shift as it sees fit, except that, if a bargaining unit employee is ordered to fill the vacant shift, the least senior employee within the affected classification, who is off-duty on the day in question, shall be the employee so ordered.
1. When a call in is completed to fill a vacant shift the first employee contacted, who can work the entire shift, shall be ordered to fill the vacant shift unless a less senior employee is ordered or the shift is filled pursuant to A. (1), (2), (3) or B. above during the call in process.

In order to qualify for prescheduled overtime pay, employees who have been off due to illness for which they have no accumulated sick leave must first work the same number of prescheduled overtime hours within that same pay period, at regular pay, as they took in unpaid sick leave.

Section 4 - Call-In: Employees who have reported for work outside of his/her regular schedule shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times his/her straight time hourly rate. In the case of an employee called in for overtime where their regularly scheduled shift begins within two (2) hours of the time they report from car in route to assignment, employee will be paid 1½ times hourly straight time up to the beginning of the regular scheduled shift. This provision shall also apply to court time. In the event of a court appearance cancellation within twelve (12) hours of the scheduled court appearance time, the two (2) hours minimum call-in payment shall be due the employee.

Section 5 - Holidays: The County provides the following holidays:

New Year's Day	Memorial Day
Labor Day	Thanksgiving Day
Independence Day	Christmas Day
Easter Day	Spring Holiday
December 24	(1) Floating holiday

In addition to an employee's regular pay, an employee shall receive ~~eight (8)~~ **twelve (12)** hours of pay at the straight time rate for each of the above holidays. **Those employees who are regularly scheduled to work eight (8) hour shifts, shall receive eight (8) hours of pay at the straight time rate for each of the above holidays.** If an employee is required to work on the above holidays, they shall be paid one and one-half (1-1/2) times their hourly rate for all such time worked. Employees will not receive both holiday straight time and holiday overtime for the same hours worked. Holidays shall be defined as a period from midnight before to midnight on the holiday. For an employee to be eligible to receive payment for the above holidays, he/she must work his/her last regularly assigned shift prior to the given holiday, as well as his/her regularly assigned shift following the holiday, except by mutual agreement of the parties.

Employees shall notify the Employer at least five (5) days prior to taking their floating holiday. The Employer will notify the employee at least five (5) days prior to the chosen date as to whether or not the request has been approved. Once approved, a floating holiday shall not be cancelled, except in an emergency. All floating holidays must be used during the calendar year in which they are earned. If not taken during that year, they will be considered to have been waived by the employee.

Section 6 - Clothing Allowance: The Employer agrees to pay one hundred percent (100%) of the initial allotment of clothing as required. A list of items constituting the initial allotment of clothing shall be created by mutual agreement of the parties. Thereafter, all employees employed as Patrol Officers, Investigators, or Sergeants shall receive Five Hundred Fifty Dollars (\$550.00) per year clothing allowance. The maintenance clothing allowance described shall be paid to the employee on the first pay date in January and shall be subject to taxes. After new employees have been employed for a period of one (1) year, maintenance clothing allowance shall be prorated from the anniversary date of their employment to December 31st.

The County agrees to purchase bulletproof vests for all full-time Patrol Officers, Sergeants and Investigators. These vests are to be replaced by the employer in a timely manner, at its expense, pursuant to the manufacturer's recommendation.

Initial clothing allotment lists are attached as Appendix "A".

Section 7 - Promotions: When the Employer determines that it will fill an existing or anticipated vacancy or new classification within one of the divisions covered by this Collective Bargaining Agreement, each employee of this bargaining unit would be first to have an opportunity to fill that position vacancy, if qualified, by the normal promotional procedure. The parties

acknowledge that the Employer may determine qualifications by a reasonable testing program. Such tests may include, but are not necessarily limited to, tests of objective knowledge appropriate to the position sought, aptitude tests for the position sought, or physical capacity to perform duties for the position sought. An employee from within the division shall have first opportunity and shall, if given the position, retain all seniority rights.

If no member from said bargaining unit applies or qualifies for the position, other employees from the ~~Sheriffs Department~~ Sheriff's Office would have an opportunity to fill a position vacancy by the normal promotional procedure. If such an employee is awarded the position, he/she shall retain his/her ~~Sheriffs Department~~ Sheriff's Office seniority for vacation, sick leave, longevity, layoff, and recall to work, but shall be placed at the bottom of the seniority list in the classification for shift preference selection. Vacation selection shall be determined by bargaining unit seniority for employees hired after January 1, 2008, and by ~~Department~~ Sheriff's Office seniority for employees hired prior to January 1, 2008.

An employee promoted to a higher position within the ~~Sheriff's Department~~ Sheriff's Office shall serve a ninety (90) day trial period on his/her new position, during which time the employee may be returned to his/her former job classification at the discretion of the Sheriff or Chief Deputy. During the ninety (90) day trial period, the employee may also unilaterally choose to return to his/her former job classification. The ninety (90) day period shall commence when the employee completes all tests, schools, etc., necessary to qualify for the new position. The decision to return the employee shall not be arbitrary or capricious. Any employee who is placed in a new classification or position vacancy shall be allowed to start at equal or more pay than he/she is currently receiving as long as the classification which he/she goes to has steps going as high as his/her current level. The exception being an employee who is permanently disabled in the line of duty. If such disabled employee must be downgraded to a lesser position for which he/she is physically qualified, such an employee shall retain his/her current classification on the pay schedule. All new classifications or position vacancies shall be posted fifteen (15) days in advance of applications.

Section 8 - New employees may be scheduled as the Employer may determine during his/her first ninety (90) days of employment.

Section 9 - Shift Differential: All hours worked between 3:00 ~~PM~~ 6:30 PM and 11:00 ~~PM~~ 6:30 AM shall receive ~~ten~~ thirty cents (~~\$0.10~~) (\$0.30) per hour shift differential. ~~All hours worked between 11:00 PM and 7:00 AM shall receive fifteen cents (\$0.15) per hour shift differential.~~

Section 10 - Educational Incentive: The County will make a reasonable effort to afford all employees schooling or training each year, subject to the prior approval of the Sheriff and ~~Law Enforcement~~ Public Safety and Judiciary Committee.

ARTICLE 7 - PROBATION AND SENIORITY

Section 1 - Probation: New employees shall be on probation for one (1) year from their date of hire as a full-time County employee, plus time necessary to receive full State certification, not to exceed eighteen (18) months from date of hire. During the probationary period, the employee shall be subject to dismissal for any reason without recourse. In the event the employee becomes a

permanent employee, his/her seniority shall accrue to the original date of hire, provided such employee was continuously employed by the County in this bargaining unit.

Section 2 - Seniority: Seniority of an employee shall be based upon the employee's last date of hire in full-time status and shall not be lost or changed due to time off with pay, layoffs, or other unpaid time off authorized by the Employer.

Divisions and classifications shall be as follows:

PATROL DIVISION

Classification 1:

Patrol Officer

Classification 2:

Patrol Sergeant

INVESTIGATIVE DIVISION

Classification 1:

Investigator

Seniority rights for the purpose of vacation selection will be determined by bargaining unit seniority for employees hired after January 1, 2008, and by ~~Department~~ **Sheriff's Office** seniority for employees hired prior to January 1, 2008. Seniority rights for the purpose of shift selection within a classification, and overtime call-in per classification shall be selected by classification seniority. If an employee moves up or down in classification, the employee's seniority within the classification that he/she is moving from will be frozen, and the employee will move into the new classification as the least senior employee. However, if an employee is involuntarily moved to a different classification (i.e. due to injury or illness) the employee will retain total seniority in the new classification.

Section 3 - Notice of Layoff: Written notice of layoff shall be provided to the employee at least ten (10) working days prior to the effective date of the layoff. Notice of recall shall be certified mail to the employee's last known address, and such recall notice shall be given at least ten (10) working days prior to the date of recall. The date of recall notice shall be the date of the first attempted delivery by certified mail. It is the employee's responsibility to inform the Employer of any address change.

Section 4 - Layoff: The Employer shall have the right to lay off employees. Employees whose jobs have been eliminated shall have the right to bump (displace) any junior employee in any equal or lower classification, providing they are qualified to do the junior employee's job. The displaced employee shall have the right to exercise their seniority in the same manner as if their job had been eliminated. Employees who have lost their positions as the result of a bump or a reduction in the number of positions shall have the option to accept the layoff, and may decline to exercise their bumping rights, if any. Laid off employees shall have recall rights as provided hereinafter.

Section 5 - Recall: The employee(s) with the greatest seniority shall be recalled first, providing they are qualified to perform the work. An employee on lay off status shall retain recall rights for a period of twenty-four (24) months. An employee who is unable to work due to illness,

and who has exhausted accumulated paid leave, shall retain recall rights for a period of twelve (12) months. In such cases, the employee shall continue to accrue seniority, however, other benefits shall cease to accrue during the period of time the employee is off payroll, so long as it does not conflict with other provisions of this Agreement.

Section 6 - Loss of Seniority: Seniority and the employment relationship shall be broken, and terminated, if the employee:

- a. Quits or resigns;
- b. Is discharged for just cause;
- c. Is absent from work for three (3) consecutive working days without notification to and approval by the Employer unless unable to notify for physical or other reasonable cause;
- d. Fails to report to work within ten (10) working days after having been recalled from layoff;
- e. Fails to report to work at the termination of a leave of absence;
- f. If the employee accepts other employment, without permission, while on leave of absence;
- g. Retires.

Section 7: The Association shall post a seniority list on or about January 1st of each year, and keep the list up to date, subject to ~~Department~~ Sheriff's Office approval.

ARTICLE 8 – VACATIONS

Section 1: The following vacation schedule shall apply:

~~One (1) week vacation after the completion of one (1) year of service;~~
~~Two (2) weeks vacation after the completion of two (2) years of service, and in each anniversary year thereafter;~~
~~Three (3) weeks vacation after the completion of eight (8) years of service, and in each anniversary year thereafter;~~
~~Four (4) weeks vacation after the completion of seventeen (17) years of service, and in each anniversary year thereafter.~~

For those employees assigned to a twelve (12) hour shift:

1. Ninety-six (96) hours after the completion of one (1) year of service.
2. One hundred twenty (120) hours after completion of five (5) years of service, and in each anniversary year thereafter;
3. One hundred fifty-six (156) hours after completion of eight (8) years of service, and in each anniversary year thereafter;

4. One hundred eighty (180) hours after completion of twelve (12) years of service, and in each anniversary year thereafter.
5. Two hundred four (204) hours after completion of seventeen (17) years of service, and in each anniversary year thereafter.

For those employees assigned to an eight (8) hour shift:

1. Eighty (80) hours after the completion of one (1) year of service.
2. One hundred twenty (120) hours after completion of five (5) years of service, and in each anniversary year thereafter;
3. One hundred sixty (160) hours after completion of eight (8) years of service, and in each anniversary year thereafter;
4. One hundred eighty-four (184) hours after completion of twelve (12) years of service, and in each anniversary year thereafter.
5. Two hundred sixteen (216) hours after completion of seventeen (17) years of service, and in each anniversary year thereafter.

Section 2: Employees shall designate, prior to January 30th of any year, the time during which they wish to take their vacation for the coming year. Any vacation time not requested prior to January 30th shall be granted on a first-come first-served basis, with at least five (5) days' notice in advance. Requests to use vacation hours with less than five (5) days' notice that does not cause overtime will not be unreasonably denied. The five (5) day notice requirement does not apply to employees on special assignment whose attendance is not considered in regular staffing levels. Employees shall sign up for vacation according to seniority and, once signed up, shall not change the scheduling of vacations without the approval of the Employer. No more than two (2) Patrol Officers shall be scheduled for vacation at any one time. Vacation not actually taken during the year shall be waived by the employee, without compensatory pay, unless denied by management. Vacation carried over must be used during the next anniversary year. If an employee's vacation request is made at least sixty (60) days in advance the Employer shall respond to the employee within thirty (30) days from the date of the request.

~~For purposes of this article, a "week" shall be interpreted to mean six (6) work days for those on a (6-2)(6-2)(5-3) work schedule, and seven (7) work days for those on a (3-2)(5-2)(7-2) work schedule.~~

A maximum of one (1) week of vacation time per year may be taken one day at a time, subject to the sign-up provision in the first paragraph of this Section. Vacation picks shall not be changed by either party except (1) the employer may postpone an employee's vacation if there is an extreme emergency requiring the service of the employee in question; (2) an employee, for just cause, may request a change in vacation schedule, providing the request is submitted to the Sheriff or his/her designee at least ten (10) days prior to the date desired changed. The Sheriff or his/her designee shall notify the employee within five (5) days as to whether or not the change requested has been granted.

ARTICLE 9 - HEALTH AND WELFARE

Section 1 - Health Insurance: **For those hired prior to January 1, 2006,** the County shall pay up to 90% towards the monthly premiums for employees eligible for the family plan and single plan. The County shall pay 85% of the premium for employees hired on or after January 1, 2006.

In the event that an employee is absent from his/her employment because of any illness, or because of injury incurred in the course of employment, the County agrees to continue the plan of hospital and health insurance then in effect at no cost to the employee for a period of one (1) year from the date of injury or onset of illness.

Section 2: All employees shall qualify for participation in the Wisconsin Municipal Employees Group Life Insurance Plan, or the interim plan offered by a private carrier until such time as the State Plan can be made available with the employer paying the minimum portion of the premium provided by law.

Section 3: A retiring employee may continue the group health and hospitalization insurance until eligible for Medicare at no cost to the County, subject to the approval of the insurance carrier.

ARTICLE 10 – PENSION

~~**Section 1:** Each employee shall be a participant of the Wisconsin State Retirement Plan as provided by Wisconsin Statutes and rules established by the Wisconsin Retirement Fund Board. The Employer shall pay the full cost of such retirement plan for 2012 and through the pay period in 2013 in which ratification of this Agreement has been achieved by the parties, for all employees except new hires. Deputies hired into the bargaining unit after July 1, 2011, shall contribute the employee's portion of the Wisconsin Retirement System contribution as determined by the Department of Employee Trust Funds/Wisconsin Retirement Fund Board, pursuant to WI Act 10 and 32. Effective August 25, 2013, employees hired into the bargaining unit before July 1, 2011, shall contribute 3.5% towards the employee's portion of the Wisconsin Retirement System contribution. Effective January 1, 2014, all employees shall contribute the full employee portion of Wisconsin Retirement System contribution.~~

Each employee shall be a participant in the Wisconsin State Retirement Plan as provided by Wisconsin Statutes and rules established by the Wisconsin Retirement Fund Board. All employees shall contribute the full employee portion of the Wisconsin Retirement

System contribution.

ARTICLE 11 - SICK LEAVE

Section 1: When eligible, sick leave as used shall be defined as "absence from duty or of an employee because of illness, bodily injury, exposure to a contagious disease, attendance upon members of the immediate family whose illness requires the care of such employee".

Section 2: Sick leave credits may be accrued as follows:

- a. All ~~Sheriff's Department~~ **Sheriff's Office** employees shall be given sick leave with pay at the rate of one (1) day sick leave for each completed calendar month of compensated service. The term "each completed calendar month of compensated service" shall be construed to mean any compensated month in which the employee has completed thirteen (13) working days of compensated service. For the purposes of sick leave, vacation shall be considered as time worked.
- b. **Sick leave accrual shall be based on the hours the employee is regularly scheduled to work. Those employees who are regularly scheduled to work eight (8) hours, shall receive eight (8) hours of sick leave; those employees who are regularly scheduled to work twelve (12) hours, shall receive twelve (12) hours of sick leave.**
- c. There shall be a one hundred twenty (120) day limitation on the number of sick leave days an employee may accumulate. Employees shall be paid the first payroll in January for twenty-five percent (25%) of any unused sick leave over the maximum allowed accumulation as of December 31, to be paid at the December 31st wage rate.
- d. The employee must request sick leave at least twenty-four (24) hours in advance for any scheduled medical appointments.

Section 3: If an employee is absent from work for any reasons set forth under (1) of this Article, and at such time has accumulated insufficient sick leave to cover the time lost, the time lost shall be considered as leave without pay, except that, an employee may use available vacation, comp. time, etc. while on such absence to maintain a "with pay" status.

Section 4 - Sick Leave Extension by Overtime and Vacations: Accumulated overtime may be used as a matter of right by an employee who is entitled to sick leave and has at that time accumulated insufficient sick leave to cover the period of illness or disability. In such cases, an employee may also elect to use accumulated vacation credits.

Section 5: The employer may require an employee to provide a doctor's certification of ability to return to work in cases of sick leave absence of greater than three (3) consecutive work days.

The physician used shall be at the discretion of the employee. The employer shall pay the expense of obtaining the certification, if required. In the event the County challenges the employee's medical evidence, the County may seek medical evidence from a physician of its choice at County

expense.

Section 6: Upon layoff, retirement, death, resignation (where such resigning employee has given the employer a minimum of ten (10) working days advance notice of such resignation), or termination except for cause, an employee shall receive, as a severance bonus, payment of fifty percent (50%) of the sick leave days he/she has accumulated not to exceed thirty (30) work days. Employees with fifteen (15) or more years of service shall receive as their severance bonus payment of seventy-five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty-seven (67) work days.

Section 7: Employees terminating employment to become Sheriff of Adams County shall be entitled to pay for any unused sick leave days accumulated. Payment under this Section shall be limited to a maximum of ten (10) days pay or the employee may elect to freeze all his/her accumulated sick leave until his/her re-entry back into the ~~Sheriff's Department~~ **Sheriff's Office** bargaining unit. If the employee terminates his/her employment from the office of Sheriff, he/she shall then receive the ten (10) days pay at the rate of pay when he/she left to serve the office of Sheriff.

ARTICLE 12 - WORKER'S COMPENSATION

Section 1: All full-time employees who become entitled to Worker's Compensation during a period of temporary disability shall be paid the difference, if any, between their Worker's Compensation benefits and their regular net pay at the established contribution rate. This difference shall be paid to the employee from the date of disability until he returns to work or is classified as permanently disabled and shall be accomplished by the employee assigning his/her Worker's Compensation benefits over to the County in return for his/her receipt of regular net compensation from the County.

ARTICLE 13 - FUNERAL LEAVE

Section 1: In the event of a death in the immediate family of a regular full-time employee, including a probationary employee, such employee will be paid for the time lost from scheduled work as provided in (a), (b) **and (c)** below. It is agreed that an employee may be required to furnish verification of the death, date of funeral and relationship of the deceased.

- a. ~~Five (5) consecutive work days for employee's parent, spouse, and/or child(ren).~~
- b. ~~Three (3) consecutive work days for employee's brother, sister, mother-in-law, father-in-law, step-parents, step-child, grandparent, grandchildren, or other member of immediate household.~~
- a. **Five (5) consecutive workdays for employee's spouse, parent or children.**
- b. **Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent, grandchild or other members of immediate household.**
- c. **One (1) workday in the event of the death of another near relative, such as an,**

uncle, great-uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is called upon to be pallbearer or to participate in a military funeral. "To participate" as used herein shall be interpreted to mean to participate as a member of the color guard, firing squad, or other ritual function; it shall not include mere attendance at such funeral.

Section 2: ~~In the event of the death of a near relative, such as a brother in law, sister in law, uncle, aunt, niece, or nephew, one (1) day of paid leave shall be granted. A person called upon to be pallbearer or participate in a military funeral shall receive one (1) day of paid leave. "To participate" as used herein shall be interpreted to mean to participate as a member of the color guard, firing squad, or other ritual function; it shall not include mere attendance at such funeral.~~ Leaves in this section may be extended up to a total of three (3) days paid if the employee applying for such extension has accumulated and chooses to use sick leave to extend such time.

ARTICLE 14 - CONSTRUCTION OF AGREEMENT

Section 1: Employer agrees that all conditions of employment pertaining to wages, hours of work, and general working conditions, which are mandatory subjects of bargaining, shall be maintained at not less than the highest minimum standards in effect at the time of the signing of this Agreement unless otherwise agreed to at the course of negotiations.

ARTICLE 15 - DAMAGE OR DESTRUCTION TO EMPLOYEES' PERSONAL PROPERTY

Section 1: The County shall pay for all employees' personal items damaged or destroyed while such employees are on active duty and the items are damaged or destroyed in the course of the employees' carrying out their assigned duties. The County may satisfy its obligation under this provision by purchasing insurance for the same. If payment for such items is made by or on behalf of the county and, at some later date, due to Court action or any other cause, an award for damages is made directly to the employee, such award shall be turned over to the County in an amount not to exceed the amount paid by or on behalf of the County. Replacement for ordinary wear and tear of the uniforms is not to be included in this provision.

Section 2: The County's liability under Section 1 above shall be limited to payment for damage or destruction to uniforms and/or eye glasses (including contact lenses), dentures and hearing aids unless the employee has filed with the Sheriff or, his/her designee, prior to the damage or destruction in question, an inventory, describing in detail the items of personal property and/or effects carried by the employee while on duty and the value of such items. In any event, the limit of the Employer's liability under this Article shall be limited to a payment not to exceed two hundred dollars (\$200.00) paid to any one employee for all damage arising from one incident for damage or destruction of such property other than uniform or eye glasses (including contact lenses), dentures and hearing aids. The employee shall first seek reimbursement through the District Attorney's office where restitution is applicable.

ARTICLE 16 - DISCIPLINE AND DISCHARGE

Section 1: Employees shall not be disciplined, suspended, demoted, or discharged without just cause. Written notification containing the charges causing the discipline shall be served on the employee within twenty-four (24) hours of the time the discipline is imposed. Service may be accomplished by mailing such notice, by first class mail, to the last known address of the employee in question.

Section 2: If the disciplined employee and the Association determine that it is appropriate to implement the grievance procedure to determine the propriety of the discipline imposed, the grievance procedure provided for in this Agreement shall be used. Any employee wishing to so implement the grievance procedure to take issue with the discipline imposed must, prior to implementing the grievance procedure, waive any right he may have to pursue redress from the discipline under Section 59.26 of the Wisconsin Statutes. Such waiver shall be in writing and shall be delivered in person or by first class mail to the Sheriff or the Chairman of the Public Safety and Judiciary Committee prior to the commencement of the grievance procedure.

A suspension pending an investigation or disposition of charges shall be with pay.

Section 3: If an employee is under investigation or is subject to interrogation, or interview for any reason which could reasonably lead to that employee's discipline, the interrogation or interview shall occur as follows:

1. The employee under investigation or to be interviewed shall be informed of the nature of the investigation prior to any interview or interrogation.
2. At the request of the employee involved, the employee may be represented by an Association representative who may be present at all times during the interrogation or during any interview of that employee.
3. **The employee under investigation shall be notified at a minimum every 3 weeks of the status of the investigation. The investigation shall be completed in a timely manner.**
4. **All matters that may lead to discipline shall be investigated in a timely manner and shall be handled as separate incidents so as to avoid the impression that the amount of issues being addressed casts doubt on the employee.**

Section 4: All warning notices shall be removed from the employee's file after eighteen (18) months from the date since warnings or reprimands were issued, but only if no further warnings or reprimands were given said employee during the eighteen (18) months in question.

ARTICLE 17 – STEWARDS

Section 1: An employee designated by the Association to adjust grievances or serve on the Bargaining Committee shall be allowed reasonable time for such duties without a reduction in pay. Said number of stewards not to exceed more than two (2) for purposes of reimbursement of wages.

ARTICLE 18 - LEAVES OF ABSENCE

Section 1 - Sick Leave: Inability to work because of proven sickness or injury shall not result in the loss of seniority rights.

Section 2 - Appointment Leaves: A person who is appointed to a position of Lieutenant, Jail Captain, Chief Deputy or Undersheriff from within the unit shall be permitted to return to the unit with full seniority rights upon fourteen (14) days notice by an appointee.

Section 3 - Elective Office Leave: Any employee requesting a non-paid leave of absence to be a candidate for elective office of Sheriff and to hold the elective office of Sheriff shall be granted a leave as long as the employee holds the elective office. At the expiration of such term of office, the employee may be returned to his/her former classification at the prevailing salary rate with seniority rights that the employee held at the time of taking the elective office.

Section 4 - Illness and Disability: A period of up to but not more than one (1) year, if needed, shall be granted as leave of absence due to personal illness or for disability due to injury provided a physician's certificate is furnished from time to time to substantiate the need for continuing the leave. Additional time may be extended in such cases by mutual agreement of the employee and the Public Safety & Judiciary Committee.

Seniority shall continue to accrue during leaves of absence under this Section for a period of up to one (1) year. In cases of extended medical leaves of absence, under this Section, the County may fill such vacancies with part-time or temporary employees for periods not to exceed one (1) year.

Section 5 - General/Personal Leave: In addition to the other specific leave provisions of this Agreement, employees may request leaves for other personal reasons consistent with this Section.

Application for leave of absence shall be made to the Sheriff or his/her designee. The granting of such leaves and the length of time for such leaves shall be contingent upon reasons for the request. The Sheriff may grant leaves of absence of fourteen (14) calendar days or less without further authorization. Leaves of absence of more than fourteen (14) calendar days shall be submitted to the Public Safety & Judiciary Committee with a copy to the Sheriff. A leave of absence under this section shall be without pay. Fringe benefits shall accrue for leaves of fourteen (14) calendar days or less. Fringe benefits shall not accrue for leaves in excess of fourteen (14) calendar days. A leave of absence may not be granted for the purpose of taking other employment; however, the term "other employment" shall not include election to federal, state, county or municipal offices or Association duties.

Section 6 - Health Insurance: The County's contribution toward health insurance premiums shall continue to be paid by the County for the first (1ST) month of leave, beyond state and/or federal family and medical leave, for an employee on a leave of absence if that employee worked for at least 85 hours during the previous month. If the time worked is less than 85 hours, the County shall not pay any of the premium. An employee on a leave of absence may elect to continue with the County's

health insurance program, provided that the employee pays the full premium each month. (This provision only applies where an employee is on a leave without pay status. If an employee is utilizing accrued time off such as vacation, compensatory time, sick leave, etc., then that employee is not considered on leave without pay and, accordingly, the County's contribution continues as it does for a working employee.) The provisions of this section, regarding health insurance contributions in cases of certain leaves absence, shall only apply to leaves not already covered by Article 8, Section 1.

ARTICLE 19 – MISCELLANEOUS

Section 1: Employees will be reimbursed for meals and other actual expenses incurred outside of the County in accordance with ~~Section 19 (Conventions, Seminars, Training & Tour Reimbursement)~~ Chapter 8: Budgeting and Accounting Policies of Adams County **policy**.

ARTICLE 20- DURATION

Section 1: This Agreement shall become effective as of January 1, 2012 **2015**, and shall remain in full force and effect until and including December 31, 2014 **2017** and shall be automatically renewed from year to year thereafter, unless negotiations are initiated by either party prior to September 1st of any effective year of this Agreement thereafter. Only Article 6, Section 1, the wage schedule, shall be retroactive.

All terms and conditions of this Agreement shall remain in full force and effect until a successor Agreement is executed.

ARTICLE 21 - NO STRIKE AGREEMENT

Section 1 - Strike Prohibited: Neither the Association nor any of its officers, agents, or County employees will instigate, promote, encourage, sponsor, engage in, or condone any strike, picket, slowdown, concerted work stoppage, sympathy strike, or any other intentional interruption of work during the term of this Agreement.

Section 2 - Association Action: Upon notification by the County to the Association that certain of its members are engaged in a violation of this provision, the Association shall immediately in writing, order such members to return to work, provide the County with a copy of such order, and a responsible official of the Association shall publicly order them to return to work. In the event that a strike or other violation not authorized by the Association occurs, the Association agrees to take all, reasonable, effective, and affirmative action to secure the members' return to work as promptly as possible. Failure of the Association to issue the orders and take the action required herein shall be considered in determining whether or not the Association caused or authorized the strike.

ARTICLE 22 - SAVINGS CLAUSE

Section 1: If any Article or Section of this Agreement or any Addenda thereto shall be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Agreement and Addenda shall not be affected thereby. The parties shall enter into collective

bargaining in order to achieve a mutually satisfactory replacement for such invalidated provision(s).

ARTICLE 23 - DRUG TESTING POLICY

Section 1: Effective July 1, 1993, all employees covered under this Agreement will comply with the Drug Testing Policy of the Adams County Sheriff's Department Office.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this ____ day of _____, 2013 **2015.**

FOR ADAMS COUNTY

FOR THE ASSOCIATION

WPPA Business Agent

Appendix "A"
Local 355

Initial Clothing Allotment

The ~~Sheriff's Department~~ **Sheriff's Office** determines the vendor and type of garment the vendor supplies for initial issue. The initial issue must be maintained by the employee and kept in a serviceable condition.

Four (4) Pants
Six (6) Shirts
One (1) Jacket
One (1) Tie
Two (2) Hats

Three (3) Long Sleeve/Three (3) Short Sleeve
All Season
Pink Tan in Color
As determined by Sheriff

LETTER OF AGREEMENT

~~THIS AGREEMENT entered into by and between ADAMS COUNTY, A MUNICIPAL CORPORATION, hereinafter referred to as the "County", and the ADAMS COUNTY DEPUTY SHERIFF'S ASSOCIATION, WISCONSIN PROFESSIONAL POLICE ASSOCIATION, LOCAL 355, hereinafter referred to as the 'Association'.~~

~~Whereas, the Association and the County are in agreement that it is mutually desirous to examine and test alternate potential schedules to maximize employee time within the patrol division, improve efficiency and effectiveness of the patrol division personnel and improve employee morale by providing a more desirable schedule; and~~

~~Whereas, the members of Local 355 have discussed with management and administration their desire to try a modified schedule.~~

~~Therefore, based upon the above representations, the following is agreed to:~~

- ~~1. That the employees of the classification of Patrol Sergeant and Patrol Officer — (excluding the PLSO, Canine Officer, Recreation Officer and Investigators), shall — work a 12-hour work day and a different on-off day rotation than exists in the — current agreement Article 6, Section 3 (Overtime). Said members of the Patrol — Sergeant and Patrol Officer classifications shall:~~
 - ~~—— A. — Work the following work schedule: (2on-2off-3on-2off-2on-3off); work Monday, Tuesday, off Wednesday, Thursday, work Friday, Saturday and Sunday, off Monday and Tuesday, work Wednesday and Thursday, off Friday, Saturday and Sunday; and~~
 - ~~—— B. — Agree to work periods as defined by Sec. 7(k) of the Fair Labor Standards Act of twenty eight (28) days; and~~
 - ~~—— C. — Define a regular "work-day" to consist of twelve (12) hours, which shall be paid at the "straight time" rate; and~~
 - ~~—— D. — Receive twelve (12) hours of pay at the straight time rate for any holidays defined by Article 6, Section 5. Employees required to work on the defined holidays shall be paid one and one-half (1½) times their hourly rate for all such time worked; and~~
 - ~~—— E. — Have the following vacation schedule apply:~~
 - ~~———— 1. Ninety-six (96) hours after the completion of one (1) year of service.~~
 - ~~———— 2. One hundred twenty (120) hours after completion of five (5) years of service, and in each anniversary year thereafter;~~
 - ~~———— 3. One hundred fifty-six (156) hours after completion of eight (8) years of service, and in each anniversary year thereafter;~~

- ~~4. One hundred eighty (180) hours after completion of twelve (12) years of service, and in each anniversary year thereafter.~~
- ~~5. Two hundred four (204) hours after completion of seventeen (17) years of service, and in each anniversary year thereafter.~~
- ~~F. Shall be allowed up to a maximum of forty-eight (48) hours (refillable) of compensatory time. Any unused time shall be paid out on the 1st pay period in December. Compensatory time cannot be scheduled if overtime would be created and denial of compensatory time shall be non-grievable, unless shown that denial was without cause; and~~
- ~~G. Sick leave accrual will be modified to reflect the change in work day from 8 to 12 hours; and~~
- ~~H. Shift differential of \$.30 per hour shall be paid for all hours worked between 6:30 p.m. to 6:30 a.m.; and~~
- ~~I. Call in procedure (Article 6, Sec. 3 ("Procedure" A 1.) is deleted.~~
- ~~J. The Employer shall determine shift schedules, which shall be posted during the 2nd week in November for fifteen (15) days and be effective on January 1st of the following year. Employees within each classification shall bid their preferred shift schedule on a seniority basis. Schedules shall be posted during the 2nd week of December. Should a vacancy occur in one of the shifts during the year, the shift shall be posted and the most senior employee posting shall be selected by the Sheriff.~~
- ~~K. There will be no rotating shifts worked.~~
- ~~2. That the employees of the classification of Patrol Sergeant and Patrol Officer assigned to the positions of PLSO, Canine Officer, Recreation Officer, and the employees of the classification of Investigators shall:~~
 - ~~A. When assigned to the position of PLSO, Canine Officer, and Recreation Officer work an 80-hour pay period, consisting of 8-hour days and 2080 hours annually; and~~
 - ~~B. As an Investigator work a schedule of 5 days on duty followed by 2 days off duty, 5 days on duty followed by 2 days off duty, 80-hour pay period, consisting of 8-hour days, Monday through Friday; and~~
 - ~~C. Receive sick leave accrual at eight (8) hours; and~~
 - ~~D. Receive eight (8) hours of pay at the straight time rate for any holidays defined by Article 6, Section 5. Employees required to work on the defined holidays shall be paid one and one-half (1½) times their hourly rate for all such time worked; and~~

~~E. Shift differential of \$.30 per hour shall be paid for all hours worked between 6:30 p.m. to 6:30 a.m.; and~~

~~F. Have the following vacation schedule apply:~~

- ~~1. Eighty (80) hours after the completion of one (1) year of service.~~
- ~~2. One hundred twenty (120) hours after completion of five (5) years of service, and in each anniversary year thereafter;~~
- ~~3. One hundred sixty (160) hours after completion of eight (8) years of service, and in each anniversary year thereafter;~~
- ~~4. One hundred eighty four (184) hours after completion of twelve (12) years of service, and in each anniversary year thereafter.~~
- ~~5. Two hundred sixteen (216) hours after completion of seventeen (17) years of service, and in each anniversary year thereafter.~~

~~G. Shall be allowed up to a maximum of forty-eight (48) hours (refillable) of compensatory time. Any unused time shall be paid out on the 1st pay period in December. Compensatory time cannot be scheduled if overtime would be created and denial of compensatory time shall be non-grievable, unless shown that denial was without cause.~~

This Agreement shall commence as of _____, 2013.

In addition, the parties agree that all terms to this Agreement are non-precedent setting as they may relate to any interpretation or application of the collective bargaining agreement for any other purpose. In addition, either party may terminate this Agreement within 90 days written notice.

Dated this ____ day of _____, 2013.

ADAMS COUNTY _____ DEPUTY SHERIFF'S ASSOCIATION
(WPPA/LEER), LOCAL 355

Chair, Executive Committee

President

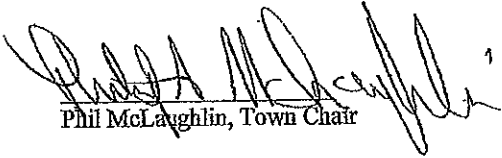
WPPA Business Agent

AMENDMENT NO. 2015-03**AMENDMENT TO THE TOWN OF ROME
CODE OF ORDINANCES****SECTION 10.14 BP ALPINE VILLAGE BUSINESS PARK**

The Town Board of the Town of Rome, Adams County, Wisconsin, hereby amends the Town of Rome Code of Ordinances as set forth in Exhibit A, which is attached hereto and incorporated herein by reference. The amendment shall be published or posted pursuant to section 60.80 Wis. Stats. and shall take effect the day after such posting or publication.


Adopted this 19th day of March, 2015.

TOWN OF ROME BOARD:

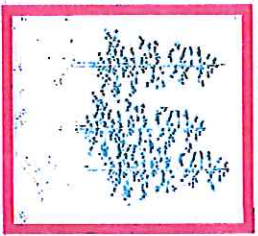


Phil McLaughlin, Town Chair

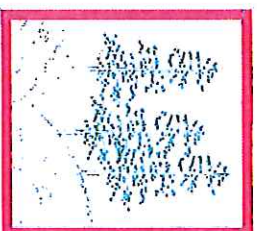
ATTEST:



Terri Anderson, Town Clerk



Alpine Village Business Park



DEVELOPMENT AND DESIGN MANUAL

Final April 2, 2004
Revised February 15, 2007
Revised April 19, 2007
Revised August 2007
Revised May 20, 2010
Revised March 19, 2015

ALPINE VILLAGE

BUSINESS PARK

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1. INTRODUCTION

YELLOW = proposed additions
RED = proposed deletions

INTRODUCTION

1.1 Purpose - Business Park Goals

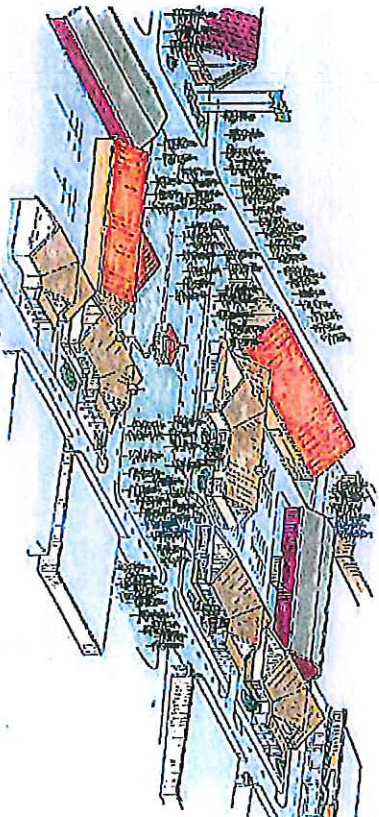
The purpose of the Alpine Village Business Park is to create a unique Business Park (BP) District in the Town of Rome that will become the regional center of commerce, while preserving and protecting the quality of life and the natural environment. To this end it is the Town's intent that all improvements in the District as well as any design or visual changes to the exterior of the improvements thereon, shall be subject to the provisions as set forth in The Alpine Village Business Park Development and Design Manual. Other goals include:

- Create higher paying, full and part time employment opportunities
- Develop a diverse array of services
- Promote a high quality of life
- Create opportunities for year-round residents
- Increase the Town's tax base

1.2 Intent of Standards

All projects and uses within the boundaries of the Alpine Village Business Park (BP) District shall comply with the standards contained within this Manual. The standards are intended to promote compatibility between the various buildings and property uses (retail, light industrial, mix of retail industrial, and residential) that make up the District. The content included on the following pages constitute a process by which development projects can be assessed within the context of their impact on surrounding development elements and/or natural site elements.

These surrounding elements are often generally referred to as the development "theme". They incorporate two broad categories. The first is the overall "pattern" of the development and includes the placement of structures on the site, their setback from roads and parking, and their massing such as building shape, height, number of stories, and roof shape. The second includes the detail elements that make up the "character" of the development and includes building finish materials and colors, and overall appearance of signage, landscaping, lighting, and paving. The common or public "character" elements such as street lighting, street trees, and street furniture (benches, waste receptacles) are also referred to as the "streetscape". Together developers of sites within the District may create buildings and sites that are complementary in appearance, relationship to the site, and to each other with the use of this manual.



1.3 Amendments

The Zoning Administrator (ZA) and/or the Community Development Authority (CDA) may propose amendments to the Design Manual. Proposed amendments shall be reviewed by the Plan Commission (PC), which shall make a recommendation on such amendments to the Town Board. The Town Board shall have the authority to amend this Design Manual. In any event, a public hearing shall not be required for amendments made pursuant to the Design Manual. This Design Manual may be amended. An application for an amendment may be filed by the Zoning Administrator (ZA), the Community Development Authority (CDA) or the owner of a parcel(s) of land located within the Alpine Village Business Park (BP). A proposed amendment to the Design Manual shall follow the process for a zoning amendment outlined in sec. 10.04(8) of the Town Code.

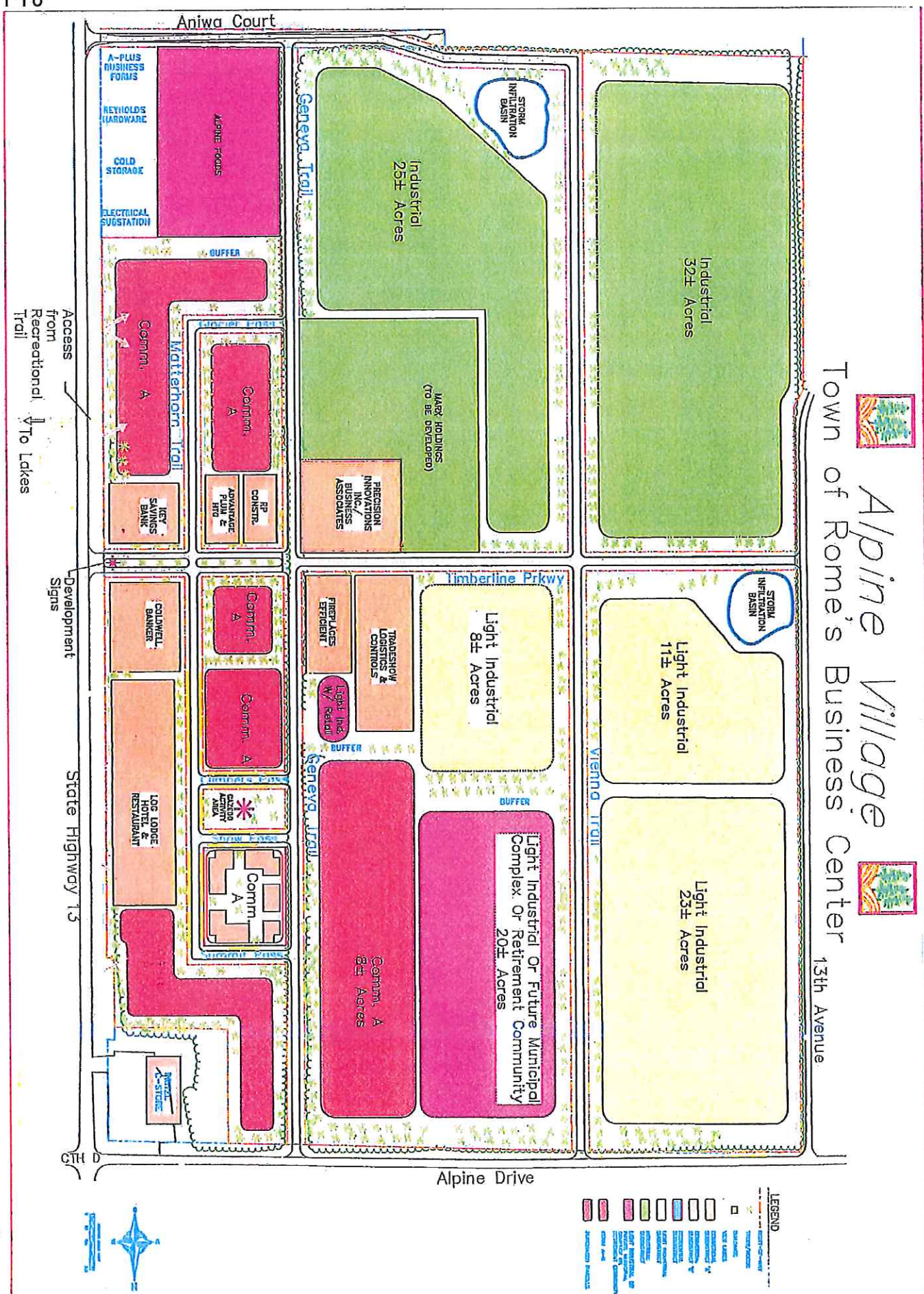
1.4 Summary of the Manual

The "theme" of the Alpine Village Business Park is "The Woodlands" or "Northwoods". The site for the Business Park is set amidst a conifer tree plantation adding to the overall character and setting in the Town of Rome. The descriptions of standards contained within this Development and the Town of Rome Zoning Ordinance includes the Business Park (BP) zoning district. Requirements pertaining to this zoning district are contained in this manual as referenced by the Ordinance. Specific definitions of terms used in the manual are described in the Definitions section being Chapter 16. Requirements not specifically referenced within this manual shall be provided by other Town ordinances. As provided for in sec. 10.14 of the Town Code, it is intended that the standards set forth in this Design Manual shall have the legal effect of zoning regulations for land located within the BP. Unless modified herein, the definitions set forth in Chapter 16 of the Town Code shall apply to this Design Manual. The Business Park (BP) Alpine Village Business Park zoning district is divided into Sub-districts – one for each type of land use permitted in the District. Sections in this manual describe each sub-district in detail. Each sub-district is further divided into four categories that cover the standards for sub-district. These categories include the following:

1. **Purpose and Location:** This section describes the overall purpose of the sub-district and its land use, describes general characteristics of the land use, lists permitted uses, and illustrates the area or areas of the Business Park that includes this sub-district.
2. **Development Standards:** This section describes the areas of allowable placement of buildings, structures, outdoor storage, parking, signage, and septic fields on a particular site. It includes required setbacks for various elements, allowable encroachment areas, height standards, and parking requirements.
3. **Architectural Standards:** This section describes all the "visual" standards of the development. It includes standards for building finish materials, building colors, and porches and other building appurtenances, windows, and roof shape.
4. **Landscape and Signage Standards:** This section describes standards for landscaping and signage for each yard (front, rear, side) for each site. It also includes screening requirements between sub-districts and from particular elements such as storage areas.

The Development and Design Manual includes three additional sections: The **Project Review and Approval Process** section describes who reviews projects, submittal requirements, and the timetable for approval; The **Special Provisions** section describes detailed standards for specific elements in the development in terms of performance and aesthetic standards. The **Site Plan Approval Application** is a

requirement for submittal by the developer and becomes a record of the Town as part of the submittal requirements of development in the Alpine Village Business Park.



MAP
revised 7-2-2008

2. SUB-DISTRICTS

SUBDISTRICTS

2.1 Commercial 'A' Sub-district

2.1.1 Purpose & Location

Purpose: The Commercial 'A' sub-district is designed to accommodate smaller building sizes and encourage a pedestrian friendly environment. The use of shared parking and septic facilities are encouraged. The sub-district standards recognize the unique characteristics of a village theme that differ from a traditional commercial strip. The intent of these standards is to create a "woodsy village" atmosphere.

Permitted uses:

- A. Personal services (pharmacy, hair salon, shoe repair)
- B. Retail trade (jeweler, clothing store)
- C. Boutiques (flower shop, gift store)
- D. Handcrafted goods sales, home furnishings
- E. Coffee shops, ice cream parlors, sandwich shops
- F. Beverage store
- G. Civic use
- H. Hardware store
- I. Parking businesses
- J. Business services (accountants, attorney, financial planners)
- K. Convenience stores
- L. Banks
- M. Restaurants
- N. Grocery stores
- O. Building construction contractors
- P. Theater
- Q. Motel/hotel

General Characteristics:

- Restricts areas for building, parking, and septic.
- Offers reduced setbacks and encroachments in setbacks for architectural elements such as porches.
- Requires more aesthetic measures including architectural requirements on all building elevations (faces).
- Additional landscaping requirements.

SHOW LOCATION HERE

2.1.2 Development Standards

- A. Heights are measured from lowest finish grade to the highest roof peak.
- B. Architectural appurtenances such as cuppoles, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Loading docks and doors larger than 100 sq. ft. are permitted at the rear of the building, and must be screened from view from any street side. Loading docks and doors larger than 100 sq. ft. shall be indicated on the site plan submitted.
- E. No outdoor storage - except for waste containers - is permitted. Waste containers shall be screened.
- F. Fencing design shall be submitted for approval as a part of the site plan and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- G. Open porches, bay windows, stoops, benches, and fences may be permitted within the street setback area.
- H. All septic fields shall be located in rear or side yards. Shared septic systems are encouraged subject to State and County regulations.
- I. On-site parking is required and shall be included on the site plan for approval by the plan commission (PC).
- J. Accessory buildings are not allowed.
- K. No portion of any structure shall encroach the vision clearance areas.
- L. No more than 65% of any parcel shall be covered by any impervious surface.

Development Standards

Commercial A Sub-District	
Lot	Minimum
Lot Area	10,000 sq. ft.
Lot Width	70'
Building Setback: Street	10'
Parking /Septic Setback: Street	10'
Building Setback: Side	10'
Building Setback: Rear	10'
Height Standards	Maximum
Building Height	35'
Height of Fence/Wall	8'

2.1.3 Architectural Standards

- A. **Exterior Finish Materials:** Materials shall be constructed of durable, permanent architectural commercial quality materials. *At least fifty-percent (50%) of the street and entry area elevations* (including roof trim and eaves) shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, architectural block or textured concrete materials. Exposed plain-faced concrete block or plain faced structural concrete panels are not permitted on any elevation. Metal siding shall be allowed as an acceptable quality material for all elevations except the 50% approved street/entry area materials as required above. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal.
- B. **Building Massing:** Structures must avoid a monolithic, "big box", appearance. Primary roof(s) shall be pitched. Minimum pitch shall be six-inch rise for every twelve-inches of run (6:12 slope). Roofs shall be gable-end, hip, or gambrel type or a combination of these. Secondary "flat" roofs (minimum pitch 2%) comprising less than thirty percent (30%) of the total roof area are permitted. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.
- C. **Building Elevations:** *At least twenty-five percent (25%) of all elevations other than street and entry area elevations*, shall include one of the building materials approved for street and entry elevations. All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color and/or texture shall occur at points relating to the massing and overall design concept of the building.
- D. **Building Color:** Colors shall be primarily (approximately eighty percent - 80%) earth-toned in appearance with accents (approximately twenty percent - 20%) of a contrasting color. Percentages shall include building wall and roof finish materials. Complementary colors, textures and materials are encouraged. No white, grey or primary colors used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan application.
- E. **Porches:** Porches shall be incorporated into the entry area elevations of the building and any additional public entrances. Porches shall extend a minimum of sixty-percent (60%) of the width of the front elevation and shall be a minimum of six (6) feet in depth. Recessing an entry to meet up to fifty percent of the depth requirement is permitted. All porch roofs shall be pitched at a minimum four inch rise for every twelve-inches of run (4:12 slope) and shall be either shed-type or hip type. Porch posts at regular intervals shall be incorporated into each design—cantilevered canopies are not allowed. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.
- F. **HVAC Units and Miscellaneous Equipment:** Roof-top and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.
- G. **Projections and Architectural Details:** All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complimentary color used elsewhere on the building and shall be noted on the site plan.

2.1.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 4 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards	
Commercial 'A' Sub-District	
Landscape	Type & Min.
Street Yard	HORIZONTAL MASS
Entry Area	HORIZONTAL MASS – or either 1 SMALL TREE OR 2 LARGE SHRUBS per 10-FT of frontage
Side Yard within District	1 SMALL TREE EA side
Parking Lot	1 LARGE TREE per 4 parking spaces – min. 1 per lot
All pervious areas	<i>Per special provisions 4.1.1 to 4.1.3 (or front yard only - Continuous GROUND COVER)</i>
Signage Standards	Type Allowed
Street Yard	A (wall), B (hanging), C (small ground)
Other Yards	A (Wall)

2.2 Light Industrial with Retail

2.2.1 Purpose & Location

Purpose: The Light Industrial with Retail sub-district is intended to provide for industrial based businesses that may have a retail component, and therefore need a high level of visibility and access.

Permitted uses:

- A. All permitted uses listed in Commercial A
- B. Building construction and supply contractors
- C. Building materials and product sales
- D. Wholesale product sales with retail sales
- E. Feed and seed stores
- F. Greenhouses and nurseries
- G. Lumber Yards
- H. Product manufacturing and sales
- I. Woodworking production and sales
- J. ATV sales & service
- K. Automotive sales/service
- L. Home improvement products and services
- M. General Merchandise Stores
- N. Call Centers
- O. Light Industrial Distribution
- P. Car Wash
- Q. Marine Sales & Service

General Characteristics:

- Requires less aesthetic architectural requirements than commercial sub-districts. Architectural detail is primarily required only on street front.
- Outdoor storage is restricted.
- Requires landscaping on street frontage and restricts signage use.
- Requires buffering/screening from adjacent sub-districts and properties.
- Allows for retailing with attached warehousing/industrial component.

SHOW LOCATION HERE

2.2.2 Development Standards

- a. Heights are measured from lowest finish grade to the highest roof peak.
- b. Architectural appurtenances such as cuppoles, finials, and other ornament shall not be included in building height calculations.
- c. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- d. Loading docks are permitted at the rear of the building, and must be screened from view from any street side. Loading docks shall be indicated on the site plan.
- e. Outdoor storage of finished manufactured goods for the purpose of sales or promotional display may be permitted and the owner's plan for such storage shall be submitted during the site plan approval application process prior to development and must be approved by the Town Board. Goods cannot be stored permanently outdoors; the stored goods must be rotated at least quarterly.
- f. Accessory buildings shall comply with the architectural standards or shall be screened per the Special Provisions Section.
- g. Fencing design shall be submitted for approval as a part of the site plan and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- h. Open porches, bay windows, benches, and fences may be permitted within the street setback area.
- i. No portion of any structure shall encroach the Vision Clearance areas.
- j. All septic fields shall be located in rear or side yards. Shared septic systems are encouraged subject to State and County Statutes.
- k. No more than 65% of any parcel shall be covered by any impervious surface

Development Standards

Light Industrial with Retail Sub-District	
Lot	Minimum
Lot Area	10,000 Sq.Ft.
Lot Width	70'
Building Setback: Street	10'
Porch Setback: Street	3'
Porch Depth	6'
Parking/Septic Setback	10'
Street	
Building Setback: Side	10'
Building Setback: Rear	10'
Height Standards	Maximum
Building Height	35'
Height of Fence/Wall	8'
Non-Street Setback	14'

2.2.3 Architectural Standards

- A. **Exterior Finish Materials:** Materials shall be constructed of durable, permanent architectural, commercial quality materials. At least fifty-percent (50%) of the street front elevations (including roof trim and eaves) shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, or architectural block. Exposed plain-faced concrete block or structural concrete panels are not permitted on the front elevation. Exposed roof materials shall include architectural asphalt/fiberglass shingles, colored standing-seam metal, built-up asphalt or rubber-membrane roofing.
- B. **Building Massing:** Primary roofs may be "flat" (minimum pitch two-percent – 2%) but pitched roofs or elements are encouraged. Breaking up large building sections with such elements as variable planes, projections, setbacks, porches or changes in roofline is encouraged.
- C. **Building Elevations:** All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color, and/or texture shall occur at points relating to the massing of the building.
- D. **Building Color:** Building colors shall be earth-toned in appearance. Complimentary colors, textures and materials are encouraged. No white, grey or primary colors used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan.
- E. **HVAC Units and Miscellaneous Equipment:** Roof-top and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.
- F. **Projections and Architectural Details:** All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complimentary color used elsewhere on the building.

2.2.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 10 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards

Light Industrial With Retail Sub-District	
Landscape	Type & Min.
Street Yard	1 LARGE TREE per 10-Ft of frontage
Entry Area	1 SMALL TREE OR 2 LARGE SHRUBS per 10-Ft of frontage
Side Yard within District	1 SMALL TREE or 2 LARGE SHRUBS EA side
Parking Lot	1 LARGE TREE per 10 parking spaces – min. 1 per lot
All pervious areas	Per Special Provisions 4.1.1 to 4.1.3
Signage Standards	Type Allowed
Front Yard	A (Wall), D (Ground)
Side Yards	A (Wall)

2.3 Light Industrial

2.3.1 Purpose & Location

Purpose: The light industrial sub-district is intended for businesses that do not rely upon outdoor storage, heavy trucking or complex manufacturing/chemical processes and are businesses that emit lower levels of noise, and are suitable for location near residential and retail areas.

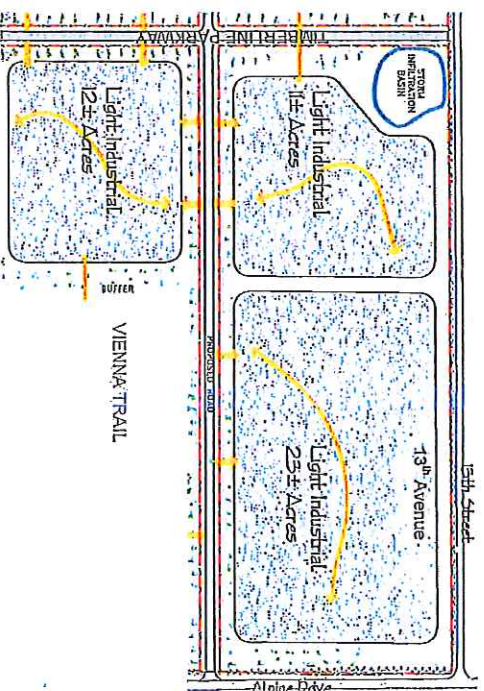
Permitted uses:

- All uses permitted in Commercial A and Light Industrial with Retail
- Manufacturing, assembly, fabrication and processing plants of a limited scope and not involving any substantial degree of heavy trucking or other operational characteristics which would adversely affect surrounding uses or be basically incompatible with the surrounding environmental character
- Experimental, testing, and research laboratories not involving the keeping of animals or use of animal products or any significant degree of danger or undesirable operational characteristics
- Printing and publishing houses and related activities
- Tool making, cabinetry and repair shops
- Public utility offices and installations
- General warehousing, not to include open storage
- Building construction contractors
- Wholesale trade
- Automobile repair and service shops not including storage of junk or wrecked unlicensed automobiles or parts
- Civic uses
- Business, professional, or public services
- Food Processing/Distribution of Food Products

General Characteristics:

- [Requires less aesthetic architectural requirements than commercial or light industrial with retail sub-districts.]
- Requires buffering/screening from adjacent sub-districts and properties
- Outdoor storage is restricted. See Sec. 2.2.2 f
- Allows for more lot coverage than other sub-districts.

SUB-DISTRICT AREA



2.3.2 Development Standards

- A. Heights are measured from lowest finish grade to the highest roof peak.
- B. Architectural appurtenances such as cupolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Corner lots: all primary structures will be located adjacent to both streets.
- E. Loading docks are permitted at the rear of the building, and screened from view from any street side. Loading docks shall be indicated on the site plan.
- F. Outdoor storage of finished manufactured goods for the purpose of sales or promotional display may be permitted and the owner's plan for such storage shall be submitted during the site plan approval application process prior to development and must be approved by the Town Board. Goods cannot be stored permanently outdoors; the stored goods must be rotated at least quarterly.
- G. Fencing, design shall be submitted for approval and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- H. Accessory buildings shall comply with the architectural standards or required to be screened per the Special Provisions.
- I. Stoops, open porches, bay windows, benches, raised dooryards, and parking shall be permitted within the encroachment area.
- J. No portion of any structure shall encroach upon the Vision Clearance areas.
- K. No more than 65 percent of site shall be covered by surface pavement or other materials which are impervious.
- L. All septic systems shall be located within a non-street setback area.
- M. On-site parking is required and shall be included on the site plan. See Sec 4.3

Development Standards

Lt. Industrial Sub-District	
Lot	Minimum
Lot Area	20,000 Sq. Ft.
Lot Width	150'
Building Setback: Street	10'
Porch Setback: Street	3'
Porch Depth	6'
Parking/Septic Setback: Street	10'
Building Setback: Side	10'
Building Setback: Rear	10'
Height Standards	Maximum
Building Height	35'
Height of Fence Wall	8'

2.3.3 Architectural Standards

- A. Exterior Finish Materials: Materials shall be constructed of durable, permanent architectural, commercial quality materials. At least fifty-percent (50%) of the street front elevations (including roof trim and eaves) shall incorporate one or more of the following materials into their design: rough wood or log siding, brick, stone, or architectural block. Exposed plain-faced concrete block or structural concrete panels are not permitted on the front elevation. Exposed roof materials shall include architectural asphalt/fiberglass shingles, colored standing-seam metal, built-up asphalt or rubber-membrane roofing.
- B. Building Massing: Primary roofs may be "flat" (minimum pitch two-percent – 2%) but pitched roofs or elements are encouraged. Breaking up large building sections with such elements as variable planes, projections, setbacks, porches or changes in roofline is encouraged.
- C. Building Elevations: All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color, and/or texture shall occur at points relating to the massing of the building.
- D. Building Color: Building colors shall be earth-toned in appearance. Complimentary colors, textures and materials are encouraged. No white, grey or primary colors used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan.
- E. HVAC Units and Miscellaneous Equipment: Roof-top and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view. Placement of HVAC units shall be facing the rear part of the building and submitted as part of the site plan.
- F. Projections and Architectural Details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complimentary color used elsewhere on the building.

2.3.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be *in addition to* other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 10 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards	
Light Industrial Sub-District	
Landscape	Type & Min.
Street Front Yard	1 LARGE TREE per 10-Ft of frontage
Entry Area Yard	1 SMALL TREE OR 2 LARGE SHRUBS per 10-Ft of frontage
Side Yard within District	1 SMALL TREE or 2 LARGE SHRUBS EA side
Parking Lot	1 LARGE TREE per 10 parking spaces – min. 1 per lot
All pervious areas	<i>Per Special Provisions 4.1.1 to 4.1.3</i>
Signage Standards	Type Allowed
Front Yard	A (Wall), D (Ground)
Side Yards	A (Wall)

2.4 Industrial

2.4.1 Purpose & Location

Purpose: The industrial sub-district is intended to provide space for manufacturing, warehousing, and other industrial activities.

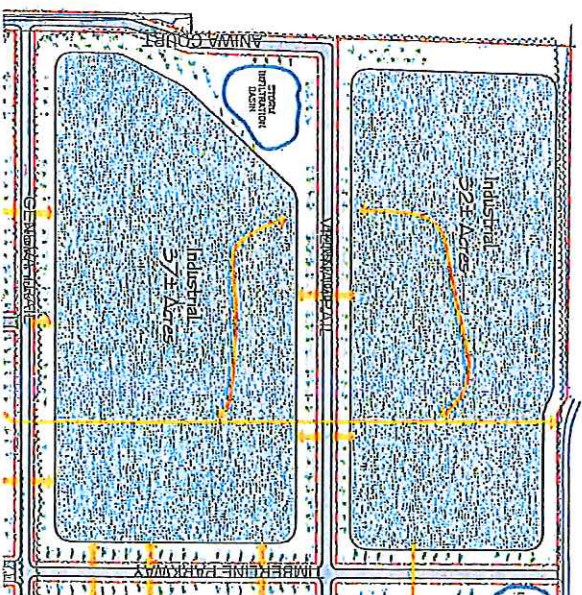
Permitted uses:

- A. Any use listed in Commercial A, Light Industrial with, Retail and Light Industrial
- B. Automotive body repairs
- C. Automotive upholstery
- D. Cleaning, pressing, and dyeing establishments
- E. Commercial bakeries
- F. Commercial greenhouses
- G. Distributors
- H. Laboratories
- I. Lumber and building supply yards
- J. Machine shops
- K. Manufacture and bottling of nonalcoholic beverages
- L. Printing
- M. Publishing
- N. Storage and sale of machinery and equipment
- O. Trade and contractor's offices
- P. Warehousing
- Q. Wholesaling/Light Industrial Uses
- R. Manufacture, fabrication, packing, packaging, and assembly of products from: glass, metals, paper, plaster, plastics, textiles, wood
- S. Manufacture, fabrication, processing, packaging, and packing of: confections, cosmetics, electrical appliances, electronic devices, instruments, jewelry, pharmaceuticals, toiletries
- T. Building construction contractors
- U. Wholesale trade
- V. Public utility and service facilities
- W. Warehouses
- X. Self-Storage/Mini-Warehouses

General Characteristics:

- Offers flexibility in development to meet a variety of industrial needs.
- Requires buffering/screening from adjacent sub-districts and properties.
- Requires minimal architectural aesthetic requirements.

SUB-DISTRICT AREA



2.4.2

Development Standards

- A. Heights are measured from lowest grade to the highest roof peak
- B. Architectural appurtenances such as cupolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines, to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Corner lots: All primary structures will be located adjacent to both streets.
- E. Loading docks are permitted at the rear of the building, and screened from view from any street side. Loading docks shall be indicated on the site plan.
- F. Outdoor storage of finished manufactured goods for the purpose of sales or promotional display may be permitted upon review and the owner's plan for such storage must be submitted during the site plan approval application process prior to development and by approval by the Town Board.
- G. Accessory buildings shall comply with the architectural standards or are required to be screened per the Special Provisions.
- H. Fencing design shall be submitted for approval as a part of the site plan and shall include natural plantings consistent with the buffer requirements stated in the Special Provisions section of this manual.
- I. Open porches, bay windows, benches, raised dooryards, and parking shall be permitted within the encroachment area.
- J. No portion of any structure shall encroach the Vision Clearance areas.
- K. No more than 65 percent of site shall be covered by surface pavement or other materials which are impervious.
- L. All septic fields shall be located in rear or side yards. Cluster septic systems are encouraged subject to State and County Statutes.
- M. On-site parking is required and shall be included on the site plan. See Sec. 4.3

Development Standards

Industrial Sub-District	
Lot	Minimum
Lot Area	20,000 Sq.Ft.
Lot Width	150'
Building Setback : Street	30'
Porch Setback: Street	3'
Porch Depth	6'
Parking/Septic Setback: Street	10'
Building Setback: Side	10'
Building Setback: Rear	50'
Height Standards	Maximum
Building Height	35'
Height of Fence/Wall	15'

2.4.3 Architectural Standards

- A. Exterior Finish Materials: Materials shall be constructed of durable, permanent architectural, commercial quality materials. Building elements/accents of either brick, stone, architectural block, or architectural concrete panels into the front elevation is encouraged. Exposed plain-faced concrete block or structural concrete panels are not permitted on the front elevation. Roof materials shall include architectural asphalt/fiberglass shingles, colored standing-seam metal, built-up asphalt or rubber-membrane roofing.
- B. Building Massing: Primary roofs may be "flat" (minimum pitch two-percent – 2%) or pitched. Breaking up large building sections with such elements as variable planes, projections, setbacks, or changes in roofline is encouraged.
- C. Building Elevations: All elevations shall be designed in a consistent and coherent architectural manner. Changes in material, color, and/or texture shall occur at points relating to the massing of the building.
- D. Building Color: Building colors shall be earth-toned in appearance. Complimentary colors, textures and materials are encouraged. No white, grey or primary colors used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan.
- E. HVAC Units and Miscellaneous Equipment: Roof-top and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view. Placement of HVAC units shall be facing the rear part of the building and submitted as part of the site plan.
- F. Projections and Architectural Details: All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, flower boxes and planters are to be recognized as architectural features and shall be treated to match the color of the adjacent surface or a complimentary color used elsewhere on the building.

2.4.4 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- C. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 10 parking spaces minimum.
- D. Refer to the Special Provisions for more detailed information.

Landscape/Sign Standards

Industrial Sub-District	
Landscape	Type & Min.
Street Yard	1 LARGE TREE per 10-Ft of frontage
Side Yard within District	1 SMALL TREE or 2 LARGE SHRUBS EA side
Parking Lot	1 LARGE TREE per 10 parking spaces – min. 1 per lot
All pervious areas	Per Special Provisions 4.1.1 to 4.1.3
Signage Standards	Type Allowed
Street Yard	A (Wall), D (Ground)
Side Yards	A (Wall)

2.5 Retirement Community

2.5.1 Purpose & Location

Purpose: The Retirement Community sub-district is intended to provide for a multi-family and/or duplex housing component for active older adults. It provides for a community of independent condominium/apartment units, where residents have access to amenities.

Permitted uses:

- A. Multi-family residential
- B. Duplex
- C. Community center
- D. Civic Uses
- E. Open space
- F. Associated recreational facilities
- G. Parking

General Characteristics:

- Restricts areas for building, parking, and septic
- Requires more aesthetic requirements including architectural requirements on all building elevations.
- Landscaping requirements similar to Commercial sub-district.
- Requires buffering/screening from adjacent sub-districts and properties
- Provides for higher-density housing in the Town with close access to essential services and goods.

SHOW LOCATION HERE

2.5.2 Development Standards

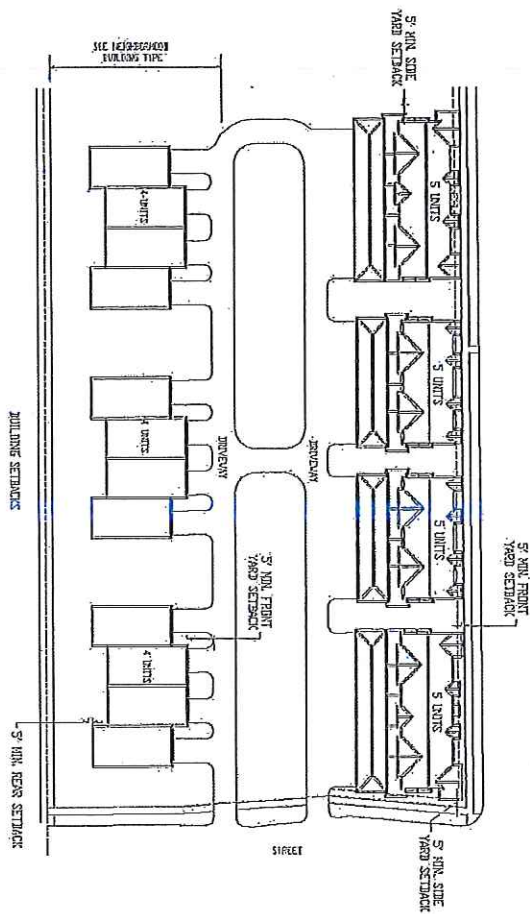
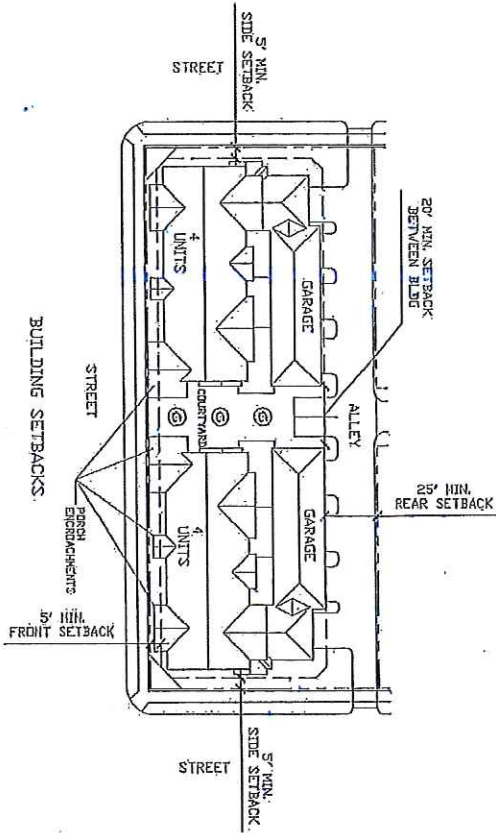
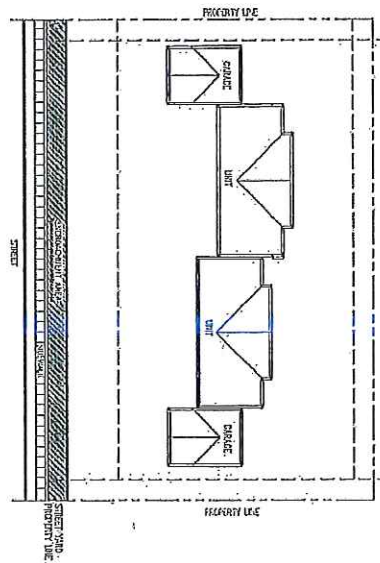
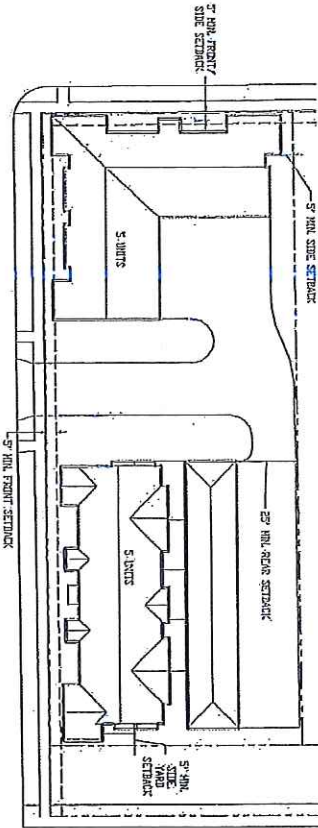
- A. Heights are measured from lowest finish grade to the highest roof peak.
- B. Architectural appurtenances such as cupolas, finials, and other ornament shall not be included in building height calculations.
- C. Setbacks are measured from lot lines to the furthest projecting part of the structure, whether it be from overhang, deck, stairs or whatever is connected to the primary structure.
- D. Loading docks and doors larger than 100 sq. ft. are permitted at the rear of the building, and must be screened from view from any street side. Loading docks and doors larger than 100 sq. ft. shall be indicated on the site plan submitted.
- E. No outdoor storage – except waste containers – is permitted and shall be screened from view from any road or adjacent property.
- F. Fencing design shall be submitted for approval and shall include natural plantings consistent with the buffer requirements.
- G. Balconies, open porches, bay windows, raised doorways and fences shall be permitted within the encroachment area.
- H. HVAC Units and Miscellaneous Equipment: Roof-top and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view. Placement of HVAC units should be facing the rear part of the building and submitted as part of the site plan.
- I. No portion of any structure shall encroach upon the Vision Clearance areas.
- J. One and a half (1-1/2) parking spaces per dwelling unit shall be provided. An open courtyard between building and garage is permitted.
- K. All septic fields shall be located in rear or side yards.
- L. Density 6-10 units/acre
- M. Refer to Special Provisions for more detailed information.
- N. No more than 65% of any parcel shall be covered by any impervious surface.
- O. Accessory buildings shall comply with the architectural standards and are required to be screened per the Special Provisions.

Development Standards

Retirement Community Sub-District	
Lot	Minimum
Lot Area	**
Lot Width	**
Lot Depth	**
Porch Setback: Street	5'
Stairway Setback: Street	4'
Building Setback: Side	10'
Building Setback: Rear	25'
Porch/Balcony Depth	6'
Height Standards	Maximum
Building Height	35'
Height of Entry Floor above grade (min. 2')	7'
Height of Fence/Wall	15'
Height of Garage	24'
Building Use	
Ground Floor	Residential
Upper Floor	Residential
Garage Ground Floor	Parking/Storage
Garage Upper Floor	NA

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2.5.3 Development Example Layouts



2.5.4 Architectural Standards

- A. Exterior Finish Materials/Building Elevations: Materials shall be constructed of durable, permanent architectural commercial quality materials. At least twenty-five percent (25%) of all elevations exposed to view shall incorporate rough wood or log siding, brick, stone or textured concrete materials. Plain concrete block or plain structural concrete panels are not permitted on any elevation. Roof materials shall be architectural asphalt/fiberglass shingles, artificial slate or colored standing-seam metal. Changes in material, color and/or texture shall occur at points relating to the overall massing and of the building.
- B. Building Massing: Structures must avoid a monolithic appearance. Roofs shall be gable-end, hip, or gambrel type or a combination of these. Massing shall be further diminished by breaking up building sections with such elements as variable planes, projections, bays, dormers, setbacks, or changes in the roofline.
- C. Building Color: Colors shall be primarily (approximately eighty percent - 80%) earth-toned in appearance with accents (approximately twenty percent - 20%) of a contrasting color. Percentages shall include building wall and roof finish materials. Complimentary colors, textures and materials are encouraged. All projections and details such as louvers, exposed flashing, flues, vents, gutters, downspouts, and flower boxes are to be recognized as architectural features and shall match the color of the adjacent surface or a complimentary color used elsewhere on the building. No white, grey or primary colors used as the overall color of the building. Building colors and accents shall be submitted as part of the site plan.
- D. Porches: Porches, if included shall be incorporated into the entry area elevations of the building, shall extend a minimum of forty-percent (40%) of the width of such elevations and be a minimum of six (6) feet in depth. Recessing an entry is permitted. All porches shall be pitched at a minimum four inch rise for every twelve-inches of run (4:12 slope) and shall be either shed-type or hip type. Porch posts at regular intervals shall be incorporated into each design —cantilevered canopies are not allowed. Finish materials shall correspond to the primary finish materials used and may be included in the minimum required percentages. Porches are intended to be open to allow for interaction with the street or public area. Screens and glazing are not permitted.
- E. HVAC Units and Miscellaneous Equipment: Roof-top and ground-mounted mechanical and electrical units and other miscellaneous equipment shall either be integrated into the design of the building and/or screened from view.
- F. If federal programs are used to provide funding for these housing units, an exception may be granted by the Town Board if these standards are in excess or conflict with the federal program.

2.5.5 Landscape & Signage Standards

- A. Required plants may be planted anywhere within the yard area.
- B. Landscape requirements for entry area yards shall be in addition to other yard requirements.
- C. No portion of any sign, tree or shrub shall encroach on the Vision Clearance.
- D. Parking lot area landscaping shall be located as follows: a) within 15-feet of the periphery of the lot; b) within a planting island, spaced at a rate of 1 per 12 parking spaces minimum.
- E. Refer to the Special Provisions for more detailed information.
- F. If federal programs are used to provide funding for these housing units, an exception may be granted by the Plan Commission if these standards are in excess or conflict with the federal program.

Landscape/Sign Standards

Retirement Community Sub-District	
Landscape	Type & Min.
Front Yard	HORIZONTAL MASS
Entry Area Yard	HORIZONTAL MASS – or either 1 SMALL TREE OR 2 LARGE SHRUBS per 30-FT. of frontage
Side Yard within District	1 SMALL TREE EA side
Parking Lot	1 LARGE TREE per 8 parking spaces – min. 1 per lot
All pervious areas	Per special provisions 4.1.1 to 4.1.3 (or front yard only - Continuous GROUND COVER)
Signage Standards	Type Allowed
Street Yard	C (Small Ground), D (Ground)
Side Yards	None

3. PROJECT REVIEW AND APPROVAL PROCESS

PROJECT REVIEW AND APPROVAL PROCESS

3.1 Community Development Authority Function

The ~~Community Development Authority~~ CDA, ~~working with the Adams County Rural & Industrial Development Commission~~ ~~ACRIDC~~ recruits and brings forth businesses interested in locating in the business park. The nature of the prospective business shall be consistent with the permitted uses of the relevant sub-district of the ~~Alpine Village Business Park BP~~ and shall be in the best interest of the Town. ~~ACRIDC~~ The CDA will be the main focal point in approaching and negotiating with prospective businesses, including exploring funding opportunities. The CDA is responsible for reviewing the design and value of the proposed development projects and ensuring that the proposed projects are consistent with the general standards established in the Development and Design Manual. The CDA will note any exceptions or incentives that are relevant to the proposed projects for consideration by the Town Board. The CDA ~~and ACRIDC~~ will work with the Town's Attorney to draft / review development agreements and offers to purchase. The CDA shall bring forward such documents for consideration in a timely manner with recommendations to the Town Clerk for final approval by the Town Board.

3.2 Plan Commission Function

The ~~Plan Commission~~ PC shall evaluate all projects within the ~~Alpine Village Business Park BP~~. The ~~Commissioned~~ PC is responsible for reviewing the design of proposed development projects, and ensuring that proposed development conforms to the standards established in the Development and Design Manual. The ~~Commissioned~~ PC shall make a recommendation to the Town Board. The ~~Commissioned~~ PC may recommend approval of a project as proposed, denial of a project as proposed, or impose specific conditions on the proposal that are intended to ensure that the project conforms to the character and design standards of the ~~Alpine Village Business Park BP~~.

3.3 Town Board Function

After review/approval by the ~~Zoning Administrator~~ ZA, review/approval of the ~~Community Development Authority~~ CDA and review/approval by the ~~Plan Commission~~ PC, a final development project with approvals and explanations for approvals from each committee included in a proposal to the Town Board for consideration. The primary function of the Town Board is to consider the development project, its specific requirements, any incentives that are negotiated in the agreement and accept or modify and accept. Furthermore, the Town Board approves the offer to purchase and may add further contingencies to be met by the developer.

3.4 Design Review and Approval Process

The following describes the review and procedure process for development projects in the ~~Alpine Village Business Park BP~~:

- Pre-application conference. The ZA provides a copy of the Development and Design Manual to the developer and shall include the ~~site plan approval application~~ Site Plan and Plan of Operation Checklist. The ZA explains requirements stated within the manual that are relevant to the proposed project. The ZA clarifies any questions of the developer and explains the design review and approval process to the developer as stipulated in ~~§ 2-4~~ above. The ZA may recommend changes to the project as proposed, or impose specific conditions on the proposal that

are intended to ensure that the project conforms to the character of the **Alpine Village Business Park BP**. In a subsequent meeting, the developer shall meet with the ZA, staff of the Town and interested members of the **plan commission** **PC** to discuss the scope of the proposed development and the requirements of this Design Manual to ensure compliance.

- b. Offer to Purchase: Following the pre-application conference, the developer shall submit an offer to purchase for the subject parcel to the **Community Development Authority CDA** which shall, within 15 business days of its submission, make a recommendation to the Town Board regarding acceptance, denial or counter-offer. The Town Board shall have 40 days from submission of the offer to accept, reject or counter it. The offer to purchase shall include as a contingency the approval of a **Site Plan** **Site Plan** and **Plan of Operation Checklist** pursuant to this section. The offer to purchase shall also contain a proposed timetable for the commencement and completion of the project. The offer to purchase shall include a title exception for all timber rights of record.

- c. Development Agreement: If the proposed development requires the involvement of any public incentives **in an aggregate amount in excess of \$5,000** **or** a development agreement shall be required. **The developer shall be responsible for drafting the agreement.**

- d. Application: Following the acceptance of the offer to purchase, and, if applicable, the development agreement, the developer shall submit to the **Zoning Administrator ZA** a completed **Site Plan** **Application** **Site Plan** and **Plan of Operation Checklist** **retained from the ZA** and eight (8) copies of the required information listed in this section. The ZA shall review the **application and site plan** **Site Plan** and **Plan of Operation Checklist** for completeness.

- e. Submittal Requirements: The site plan application shall be accompanied with the following included on a site plan:

- (1) General Information: The name and address of the owner or developer, the north point, date and scale of drawing, which shall be not less than 1 inch for each 100 feet.
- (2) The intended use of the property, which shall be consistent with the permitted use section of the relevant sub-district.
- (3) All property boundaries with dimensions;
- (4) All setbacks;
- (5) Location of any existing buildings, proposed buildings or additions;
- (6) Samples of proposed exterior finish colors;
- (7) Depiction/description of compliance with all requirements set forth in the Development and Architectural Standards section for the appropriate district.
- (8) Proposed floor elevation in relation to existing grade and street grade;
- (9) Location and names of centerline of adjoining streets, proposed driveways, and parking;
- (10) Existing and proposed contours/grading;
- (11) Locations and descriptions of easements;
- (12) Utility plans-size and location of sewer & water main connection from curb to building-show proposed metering points and arrangement;
- (13) Locations and type of proposed lighting (lighting plan with lighting specifications);
- (14) Design of ingress and egress;
- (15) Locations and type of proposed signs and/or existing signs;

- (16) Locations and type of refuse enclosure;
 - (17) Completion of drainage plan specification form;
 - (18) Drainage plan with drainage calculations (including total impervious area) as required by this manual and county requirements;
 - (19) NR 216 post-construction stormwater management plans (SWMP);
 - (20) Best management practices (BMP) structures & areas with elevations & slope ratios;
 - (21) High water line elevation of any adjoining stream or lake/floodways/floodplains and water elements;
 - (22) The site plan, Site Plan and Plan of Operation Checklist shall be accompanied by the following:
 - a. Payment of the Site Plan and Plan of Operation Checklist review Application fee as established in the Town of Rome Fee Schedule which shall be established by the Town Board and which is subject to change periodically;
 - b. A conceptual landscape plan which includes the anticipated location/use of the following: landscaping and fencing of yards and setback area; use of landscaping and/or wall or fencing for screening purposes; use of and/or removal of existing trees.
 - c. A final landscape plan shall be submitted after substantial completion of the building, to the ZA for review and consideration by the Town Board. The final landscape plan shall meet the requirements set forth in this manual.
 - d. The developer shall execute a form contract by which the developer agrees to reimburse the Town for its reasonable costs incurred in having items (8), (10), (12), (14) and (18-21) herein, together with any other issues identified by the Plan Commission PC or Town Board, reviewed by the Town's engineer for compliance with all federal, state and local regulations.
- f. Review Process.
- (1) The Zoning Administrator ZA shall distribute one complete set of documents to each commissioner of the Plan Commission at least seven (7) days before the Plan Commission meeting PC.
 - (2) The Plan Commission PC has forty (40) days from the time a completed application and site plan, Site Plan and Plan of Operation Checklist is received by the Zoning Administrator ZA to hold the site plan review meeting. A member of the Plan Commission PC designated by the Plan Commission PC chair shall meet with the Zoning Administrator ZA at least seven days before the Plan Commission PC meeting to review the application and identify questions and concerns the Plan Commission PC might have.
 - (3) The developer/applicant must be available to present and explain how the project meets the conditions set forth in the Development and Design Manual. The Plan Commission PC will review the materials and will make a recommendation to the Town Board. The Plan Commission PC may recommend approval, approval with conditions, or denial of the developer/applicant's project proposal. If the Plan Commission PC fails to make a recommendation on a site plan within forty (40) days of its submittal, the application shall be forwarded to the Town Board without a recommendation.
 - (4) The Town Board will review the application and the recommendation of the Plan Commission PC and take action on the application and recommendation within 30 days of the date of the recommendation.

g. Amendment of Site Plan

- (1) After the approval of an initial ~~site plan~~ Site Plan and Plan of Operation Checklist pursuant to this section, a developer may apply for approval of an amendment to the ~~site plan~~ Site Plan and Plan of Operation Checklist.
- (2) The application shall include a statement of the proposed amendment(s), a site plan depicting the proposed amendment(s) and payment of the fee ~~established by the Town Board~~ as established in the Town of Rome Fee Schedule.
- (3) The ~~Plan Commission~~ PC is vested with the authority to approve ~~site plan~~ Site Plan and Plan of Operation Checklist amendments.
- (4) Prior to the taking action on an application for amendment, the ~~Plan Commission~~ PC shall conduct a hearing on such application and shall consider the recommendation of the CDA/ZA.

h.

Performance Assurance

- (1) At the time the permit is issued, the applicant shall, at the discretion of the PC, file a bond, certificate of deposit, irrevocable letter of credit, or certified check, with the Town Clerk in an amount equal to the estimated cost of the required improvements as determined by the PC.
- (2) The security posted shall be in such form as is acceptable to the PC and approved by the Town Attorney. When a certificate of deposit or certified check is posted as security, the instrument must be negotiable by the Town. When a letter of credit is posted as security, the Town must be the beneficiary.
- (3) The security posted shall guarantee that all required improvements will be completed according to Town specifications by the applicant or its contractors not later than twenty four (24) months from the date that the plan is approved.

4. SPECIAL PROVISIONS

SPECIAL PROVISIONS

4.1 Landscaping

1. **Landscape Design Standard:** The intent of the landscape standards is to provide a landscape installation which incorporates regionally native plants and trees which complement the Alpine Village Business Park. Landscaping shall also reinforce the concept of a historical "village" where yards are treated as a common, complimentary, public landscape or a privately-owned linear park. The areas of landscaping shall be located to provide resource protection, transitions between adjacent sites, and as a visual transition between the public streets or parking lot and the building. The majority of the landscape allotment shall be the sides facing a public street, sidewalk, or parking lot.
2. **Extent of Landscaping:** All unimproved areas of every developed lot in the **Business Park BP** shall be maintained. At a minimum, and except as provided in the individual sub-district standards, all unimproved areas disturbed by construction shall be fine graded to provide adequate drainage, covered with four-inches of nutrient-rich, friable, humus-like topsoil, and seeded or sodded to be maintained as a lawn.
3. **Buffering:** Buffering between sub-districts as shown on the Master Plan shall be accomplished in a manner which creates a visual screen between sub-districts. The buffer shall be accomplished in a manner which preserves the woodland character while allowing limited "visibility" openings. Visibility openings are defined as 15-foot openings and shall be noted on the site plan for approval by the **Plan Commission PC**. Buffering shall meet the following standards:
 - a. Buffers are required to be continuous, with complimentary small trees or large shrubs if needed.
 - b. Buffers between sub-districts, as shown on the Master Plan, shall be a minimum of ten feet (10') wide per lot.
 - c. Buffers may also be accomplished with fencing, plants, or a combination of these if a. is not present or deemed feasible by the **Plan Commission PC**.
 - d. **Permitted Species:** Trees must be a minimum of four (4) feet tall at the time of planting. Buffer Trees include the following spruce species: Norway, Black Hills, Blue Colorado, Green Colorado and Serbian; and the following fir species: Balsam and White Fraser.
4. **Screening:** Screening of mechanical equipment, trash dumpsters, loading areas, outside storage areas, and other elements as required by individual sub-district shall be accomplished in a manner which visually screens them from public streets and surrounding developed properties. The height of the screen shall equal or exceed the height of the item to be screened to a maximum height of 10-feet. Screening may be accomplished by fencing, berming, plants, or a combination of these. Screening shall be accomplished by the following:
 - a. Screening is required to be continuous, with the planting of buffer trees and with complimentary small trees or large shrubs if needed.
 - b. Screening may also be accomplished with fencing **if it is not present or deemed feasible by the Town**.
 - c. Fencing shall include opaque wood, simulated-wood, or masonry walls. Steel or wrought-iron may also be used in fencing but may not make up over fifty-percent (50%) of the material used. Chain-link-type fencing may be used if privacy slats are included.
5. **Installation Period:** All landscaping shall be completed as set forth in a developer's agreement or within ninety (90) calendar days of issuance of a certificate of occupancy or similar document allowing occupation and use of the property by the governmental or public authority having jurisdiction. If occupancy occurs after October 15th of any given year, the developer of the site may complete the landscaping within ninety (90) calendar days of April 1st of the following year provided that Best Management Practices (BMP's) to control soil erosion are utilized and maintained until the groundcover (lawn) becomes established.
6. **Maintenance:** The property owner shall maintain the property consistent with the terms of the landscape plan that was approved by the Town Board and consistent with the requirements of this manual.

4.2 Lighting

1. **Illumination:** All outdoor lighting shall be provided by cut-off type fixtures which shall keep off-site over-spill and night sky illumination to a minimum. They shall be designed, mounted, and located so that the maximum illumination, as measured horizontally at the lot line at chest height, does not exceed 1.0 foot candle.
2. **Lighting Design:** All lighting designs shall be reviewed and approved by the ~~Plan Commission~~ **PC**. The size, scale, and materials used in lighting units should be complimentary to the standards as set forth in the architectural standards of the individual sub-districts. The location of the fixtures should emphasize intersections and pedestrian access routes, yet provide a uniform level of illumination. The scale of fixtures should be lowered in pedestrian and biking areas to emphasize sidewalk-type surfaces.

4.3 Parking

1. **Parking Location:** All parking, including employee and visitor parking, shall be provided on-site per the amounts as set forth in the schedule in paragraph 6 below. The Commercial 'A' Sub-district will allow on-street parking within the public right-of-way as provided by the Town in addition to the requirements as set forth in that Sub-district. Parking provided in this manner cannot substitute for adequate on-site parking. All on-site parking shall be located at least ten (10) feet from any parcel line, except for locations in the Commercial A Sub-District where the Town Board approves shared parking. In all sub-districts, there shall be provided, at the time any use or building is erected, enlarged, extended, or increased, on-site parking in accordance with the following:
 2. Adequate access to a public street shall be provided for each parking space.
 3. Each parking space shall be not less than 9 feet wide and 20 feet in length exclusive of the space required for driveways.
 4. Required off street parking shall be on the same lot as the use it serves or on a lot not more than 100 feet distant.
5. **Parking Surface:** All parking areas and driveways shall be hard-surface paved, dust-free, and properly marked. When curbs are desired they shall be concrete. Outdoor storage areas in the Industrial and Light Industrial Sub-districts may have a gravel surface. Parking spaces shall be provided as specified in the following schedule, unless otherwise approved by the Plan Commission.

Use	Minimum Parking Requirements
Motels, hotels, or resorts	One space for each guest room plus one space for each three employees
Rooming and boarding houses, fraternity and sorority houses, dormitories, rectories	One space for each bed plus one for each employee
Retirement homes	One space for each 1,000 sq. ft. of primary floor area
Nursing homes	One space for each three beds plus one space for each three employees plus one space for each staff physician
Medical and dental clinics	One space for each 100 square feet of waiting room area
Churches, theaters, auditoriums, community centers, vocational and night schools, and other public assembly	One space for each three seats
Restaurants, bars and similar places of entertainment	One space for every six (6) seats.
Manufacturing and processing plants (including meat and food processing), laboratories and warehouses	One space for each 500 square feet of primary floor area, plus one space for each two employees
Funeral homes	Twenty spaces for each viewing room
Bowling alleys	Five spaces for each alley
Lodges and clubs	One space for each five members
Automobile repair garages and service garages	One space for each regular employee plus one space for 250 square feet of floor area used for repair work
Motor vehicle sales (new and used)	One space for each 500 square feet of outdoor display

	area on which motor vehicles are to be displayed. (This requirement does not include service garages-see above).
Gasoline filling stations	Three spaces for each grease rack or similar facility plus one space for each attendant
Repair shops, retail and service stores	Two spaces for each 800 square feet of sales floor area
Golf courses	Two spaces per hole
Barber and beauty shops	Two spaces plus one-half space per chair
Offices	One space for each 300 square feet of primary floor area
Uses not listed	The provisions for a similar use shall apply
Combinations of any of the above uses	The sum of the number of stalls required for each individual uses shall be provided

4.4 Maintenance

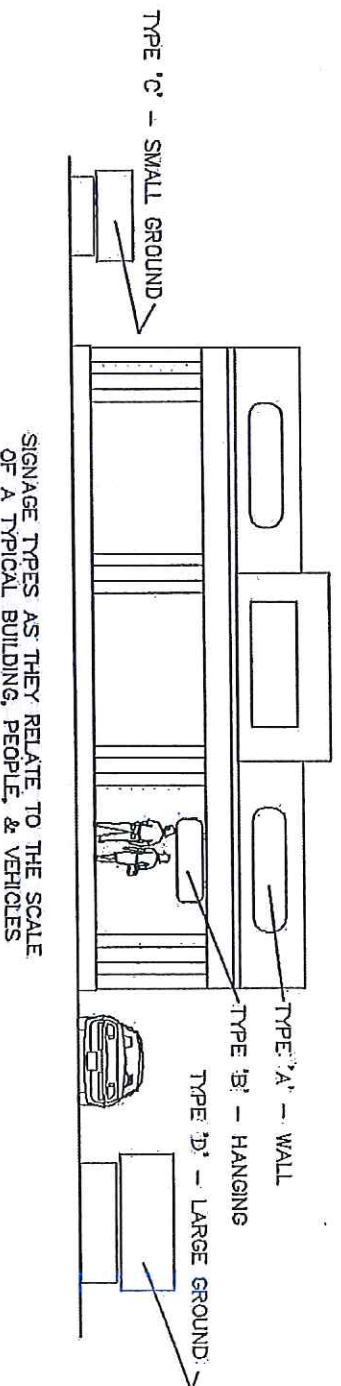
1. **Landscape Maintenance:** All lawns, trees, shrubs, and other groundcover shall be kept in good appearance at all times. If grass is not cut, trees or shrubs not properly pruned and maintained, the Town may serve notice of violation. Prosecution and remediation of violations shall be as provided by the Town zoning ordinance.

2. **General Property Maintenance:** All real property within the boundaries of the **Alpine Village Business Park BP** whether occupied or unoccupied, and any buildings or other improvements placed thereon, shall at all times be maintained in such a manner as to prevent their becoming unsightly by reason of accumulation of rubbish, or debris thereon, or unsightly condition of the improvements thereon. No building or improvement in the District shall be permitted by its Owner to fall into disrepair, and each such building and improvements shall at all times be kept in a good condition and repair and adequately painted or otherwise finished. If in the opinion of the Town, proper maintenance is not being undertaken, the Town may serve notice of violation.

4.5 Signage

1. **Signage Design:** All signage designs shall be reviewed and approved by the **Plan Commission PC**. The size, scale, and materials used in signs shall be complimentary to the standards as set forth in the architectural standards of the individual Sub-districts. Example illustrations of possible signage designs are also included in the illustrations of building designs. The location and the scale of signs shall emphasize the intended audience of the sign – smaller for primarily pedestrian clientele, larger for vehicles and semi-trucks.

2. **Signage Types:** Signs shall fit one of the types listed below and as set forth with the standards of the individual Sub-districts:



3. **Sign Illumination:** Any illuminated sign or lighting device shall employ only one light emitting a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving light or lights, (except that electronic controlled intermittent lights that form the message for time, temperature and similar information are permitted subject to approval by the **Plan Commission PC**). In no event shall an illuminated sign or lighting device there from be directed or beamed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance as determined by the Zoning Administrator. No illuminated sign shall resemble, imitate or approximate the shape, size, form or color of railroad or traffic signs, signals or devices.

4. **Sign Area and Height Regulations:**

- Sign Area:** The area of all permanent commercial advertising signs shall not exceed two (2) square feet of sign area for each lineal foot of building frontage with an additional one (1) square foot per one lineal foot of the building on a corner lot. In case of a corner lot, the building frontage, for the purpose of this special provision, shall be considered the longest width. In the case of multi-tenant businesses such as shopping centers, each tenant shall be allowed two (2) square feet of permanent outdoor advertising sign per lineal foot of tenant space frontage. The total on-premise sign area of all permanent signs in all districts shall not exceed one hundred and fifty (150)

- square feet and no individual sign in any sub-district shall not be greater than forty-eight (48) square feet. The total on-premise area of all permanent signs does not include directional or safety signs. The total directional and safety signage shall not exceed fifty (50) square feet with no one sign greater than six (6) square feet.
- b. Off-premise Signs: No off premise signs allowed in the **Alpine Village Business Park BP** unless recommended by the **Plan Commission** and approved by the Town Board. Municipal signs are exempt from the off-premise sign requirements.
 - c. Calculations of Surface Area: The entire area of a sign on which copy may be placed, but only one (1) side of a double-faced sign, is included in the calculation of sign surface area. The area of painted signs, individual letter signs, and other indirectly illuminated signs shall be calculated on the basis of the smallest rectangle that will enclose the entire copy area of the sign. All such calculations shall include the areas between letters and lines as well as the areas of any devices, illuminated or non-illuminated, that are intended to attract attention.
 - d. Sign Height: The maximum height of any sign shall be determined by its type: Wall signs (Type A) shall not exceed the height of the building height but in no case shall it exceed twenty (20) feet in height; Hanging signs (Type B) shall be no higher than the directly adjacent porch/building soffit it is attached to with the maximum height determined by the individual sub-district it is located within; Small Ground signs (Type C) shall not exceed six (6) feet above the street pavement or sidewalk grade nearest to the sign; Large Ground Signs (Type D) shall not exceed nine (9) feet above the street pavement or sidewalk grade nearest to the sign. All projections and details such as architectural appurtenances such as cupolas, finials, and other ornament shall not be included in sign height calculations. A logo or advertisement cannot be included in any of the ornaments, should the appurtenances exceed the height requirement of nine (9) feet.
 - e. Banners may be permitted by the CDD/ZA on a temporary basis.

4.6 Procedure for Abatement of Violations in Alpine Village Business Park

- a. Town officials shall report to the ZA any suspected violations for properties located in the **Alpine Village Business Park BP**.
- b. Upon report of a suspected violation, the ZA shall conduct a site visit for the purpose of determining whether a violation has, in fact, occurred. If a violation exists, the ZA shall meet in person with the business owner to discuss the violation and establish a timetable for remedying it.
- c. The discussion with the owner shall be followed by a letter from the ZA to the business owner confirming the discussion, the nature of the violation, and the timetable for remedy.
- d. If the problem is substantially resolved within the timetable established, the ZA shall contact the owner regarding any miscellaneous issues that need to be addressed in order to bring the property into total compliance. That personal contact shall be followed up with a confirmation letter.
- e. If, however, the problem has not been substantially resolved within the established timetable, the ZA shall refer the matter to the Town Attorney for review and recommendation. The referral shall include an identification of the violation(s) of the design manual, developer's agreement, other agreements, as well as any nuisance issues to be addressed.

4.7

Site Plan Approval Application

Site Plan and Plan of Operation Checklist

* Attached as last item

AMENDMENT NO. 2015-04**AMENDMENT TO THE TOWN OF ROME
CODE OF ORDINANCES****SECTION 10.05 ZONING DISTRICTS AND MAPS**

The Town Board of the Town of Rome, Adams County, Wisconsin, hereby amends the Town of Rome Code of Ordinances as set forth in Exhibit A, which is attached hereto and incorporated herein by reference. The amendment shall be published or posted pursuant to section 60.80 Wis. Stats. and shall take effect the day after such posting or publication.

Adopted this 16th day of April, 2015.

TOWN OF ROME BOARD;

Phil McLaughlin, Town Chair

ATTEST:

Terri Anderson, Town Clerk

AMENDMENT NO. 2015-05

**AMENDMENT TO THE TOWN OF ROME
CODE OF ORDINANCES**

SECTION 10.05 ZONING DISTRICT AND MAPS

The Town Board of the Town of Rome, Adams County, Wisconsin, hereby amends the Town of Rome Code of Ordinances as set forth in Exhibit A, which is attached hereto and incorporated herein by reference. The amendment shall be published or posted pursuant to section 60.80 Wis. Stats. and shall take effect the day after such posting or publication.

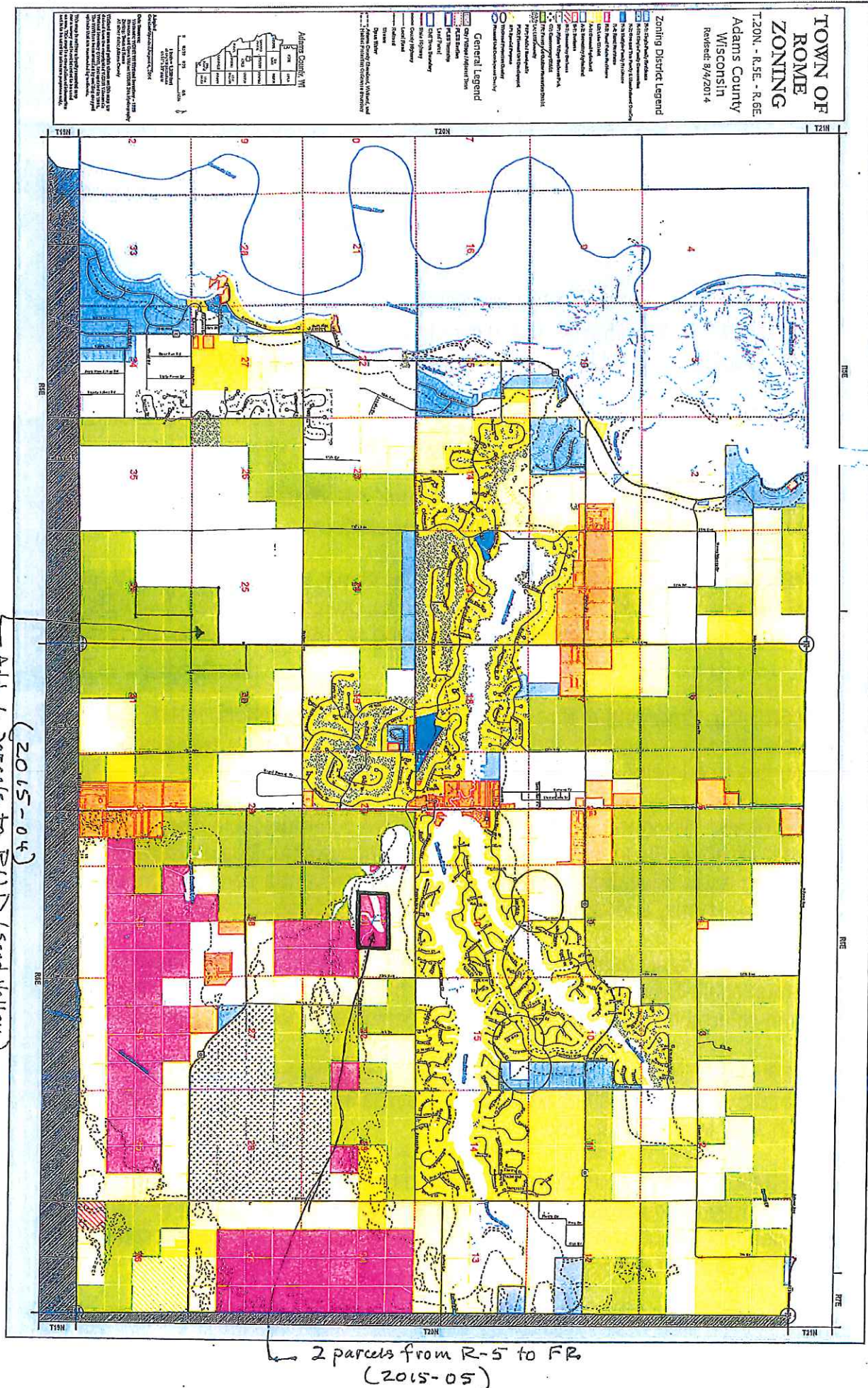
Adopted this 16th day of April, 2015.

TOWN OF ROME BOARD:

Phil McLaughlin, Town Chair

ATTEST:

Terri Anderson, Town Clerk



**Resolution to Secure State Funding to
Support Communicable Disease Control for Population Health**

1 **INTRODUCED BY:** Health and Human Services Board

2
3 **INTENT & SYNOPSIS:** Resolution to support the provision of base funding by
4 the state of Wisconsin to local health departments for the provision of mandated
5 communicable disease control and prevention activities.

6
7 **FISCAL NOTE:** None.

8
9 **WHEREAS,** Wisconsin has no dedicated, stable federal and state funding
10 sources for communicable disease control and prevention efforts; and

11
12 **WHEREAS,** A strong public health infrastructure is paramount to the health of
13 all citizens; and

14
15 **WHEREAS,** Emerging and existing communicable diseases threaten health
16 security, economies, and quality of life for all; and

17
18 **WHEREAS,** Communicable diseases such as ebola, H1N1, measles, HIV and
19 AIDS, tuberculosis, influenza, measles, syphilis, gonorrhea, rabies, hepatitis,
20 polio, and pertussis, can threaten the lives and well-being of Wisconsin residents;
21 and

22
23 **WHEREAS,** Emerging and re-emerging threats such as ebola, H1N1, SARS, and
24 measles threaten personal and community safety and require substantial
25 resources to contain;

26
27 **WHEREAS,** Wisconsin local health department communicable disease programs
28 protect residents by investigating and controlling communicable diseases,
29 collecting data, educating the community about prevention and the importance
30 of immunizations, and caring for those affected by these diseases; and

31
32 **WHEREAS,** Public health departments have been successful in controlling
33 communicable diseases through case reporting and involvement of public health
34 staff in referral of exposed persons for screening and prevention services; and

35
36 **WHEREAS,** Evidence in the scientific literature indicates that partner
37 notification services are not adequately assured in the absence of specific public
38 health staff involvement; and

39
40 **WHEREAS,** Local health departments and the State of Wisconsin have
41 demonstrated commitment, competence and success in assuring the
42 confidentiality of persons with reported communicable disease for decades,
43 including cases of AIDS; and

44
45 **WHEREAS,** Local health departments have placed a high priority on
46 communicable disease control; and

WHEREAS, Communicable disease control is one of the ten essential functions of public health; now, therefore, be it

RESOLVED, That the Adams County Board of Supervisors urges the state legislature to develop and enact bipartisan support for funding of comprehensive, sustainable, effective and evidence based communicable disease control and prevention for the public's health.

Recommended for adoption by Health and Human Services Board on this
10 day of April 2015.

[Handwritten signatures: Heidi Stokell, J. E. Allen, K. L. Saban, Rocky Gibbs, Terese Way - Brensey]

Adopted _____
 Defeated _____ by the Adams County Board of Supervisors this
 Tabled _____ day of _____, 2015.

 County Board Chair County Clerk
☒ Reviewed by Corporation Counsel
☒ Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR PUBLIC HEALTH STAFF (Public Health Supervisor and one Public Health Nurse)

INTRODUCED BY: Health and Human Services Board

INTENT & SYNOPSIS: Resolution to approve out-of-state travel and accommodations for the Public Health Nurse Supervisor and one Public Health Nurse to Denver, CO from June 13th to 18th, 2015.

FISCAL NOTE: None. The travel and accommodations are funded with grant revenue and will be paid out of account number 240 E 30 54131 (430, 431, 432 and 433).

WHEREAS: *The Adams County Employee Handbook* Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

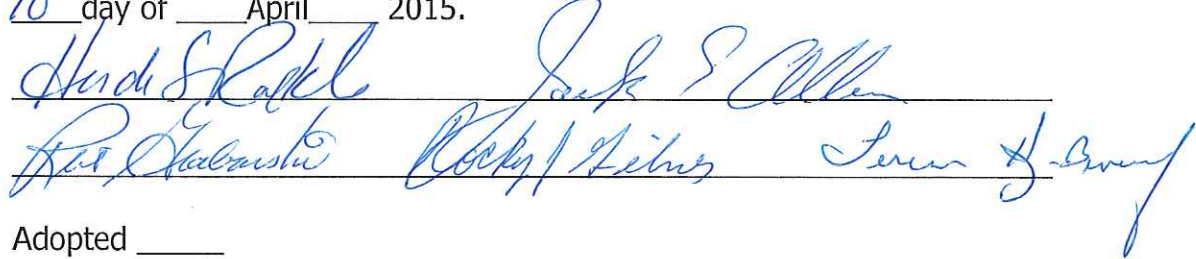
WHEREAS: Participation in the Dyadic Assessment of Naturalistic Caregiver-child Experiences (DANCE) training is required by the Nurse Family Partnership model and the Wisconsin Family Foundations Home Visiting grant awarded Adams County in October of 2013; and

WHEREAS: All funding to implement and administer the Nurse Family Partnership Home Visiting program, including travel for required trainings and meetings, was approved in the 2015 budget.

WHEREAS: Training for staff to meet the Family Foundations Home Visiting grant program requirement are fully supported by the grant.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel for the Public Health Nurse Supervisor and one Public Health Nurse to attend the Nurse Family Partnership DANCE training in Denver, CO from June 13th to 18th, 2015.

Recommended for adoption by Health and Human Services Board on this 10 day of April, 2015.



Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2015.

County Board Chair County Clerk

☒ Reviewed by Corporation Counsel
☒ Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION 22-2015
RESOLUTION TO CREATE THE POSITION OF
COUNTY MANAGER/ADMINISTRATIVE COORDINATOR

P53

INTRODUCED BY: Ad Hoc Organizational Structure Committee

INTENT & SYNOPSIS: To create the position of County Manager/Administrative Coordinator and eliminate the Administrative Coordinator/Director of Finance Position.

FISCAL NOTE: None

WHEREAS: The County Manager/Administrative Coordinator roles, responsibilities and expectations are identified in Addendum A to Resolution #17-2015 which adopted the Administrative Coordinator form of county government; and

WHEREAS: The County Manager/Administrative Coordinator shall be a direct report of the Adams County Board of Supervisors; and

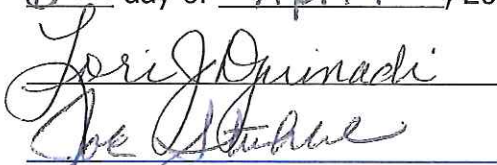
WHEREAS: In April of each even numbered year the Board of Supervisors shall receive the current County Manager/Administrative Coordinator job description outlining the position's roles, responsibilities and expectations and the Adams County Government Organizational Structure diagram as adopted by Resolution #17-2015; and

WHEREAS: In April of each odd numbered year the Board of Supervisors shall review the County Manager/Administrative Coordinator roles, responsibilities and expectations; and

WHEREAS: The Board of Supervisors shall conduct a performance evaluation of the person holding this position annually in the first quarter of the New Year.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors to create the position of County Manager/Administrative Coordinator and eliminate the Administrative Coordinator/Director of Finance Position.

Recommended for adoption by the Ad Hoc Organizational Structure Committee this
6th day of April, 2015.



Lori J. Quinn



Ron Kozlowski

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2015.

County Board Chair

County Clerk

- ☐ Reviewed by Corporation Counsel
☒ Reviewed by Administrative Coordinator/Director of Finance

RESOLUTION 23-2015
RESOLUTION TO RESCIND RESOLUTION 75-2014

INTRODUCED BY: Ad Hoc Organizational Structure Committee

INTENT & SYNOPSIS: To rescind Resolution #75-2014 that previously established the Adams County Government In-Line Structure.

FISCAL NOTE: None

WHEREAS: The Adams County Board of Supervisors by Resolution #17-2015 adopted the Administrative Coordinator form of government at the March 17, 2015 County Board Meeting; and

WHEREAS: The Adams County Government In-Line Structure established by Resolution #75-2014 is in conflict with Resolution #17-2015; and

WHEREAS: Resolution #17-2015 included Addendum A detailing the additional roles, responsibilities and expectations of the Administrative Coordinator form of government; and

WHEREAS: Resolution #17-2015 included Addendum B illustrating a revised organizational structure for Adams County Government.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors to rescind Resolution #75-2014.

Recommended for adoption by the Ad Hoc Organizational Structure Committee this 6th day of April, 2015.

Jon "Jeh" Roukens
Rep. Shaubert
Rep. Guinardi

Joe Stuckel

Adopted _____
 Defeated _____ by the Adams County Board of Supervisors this
 Tabled _____ day of _____, 20____.

 County Board Chair

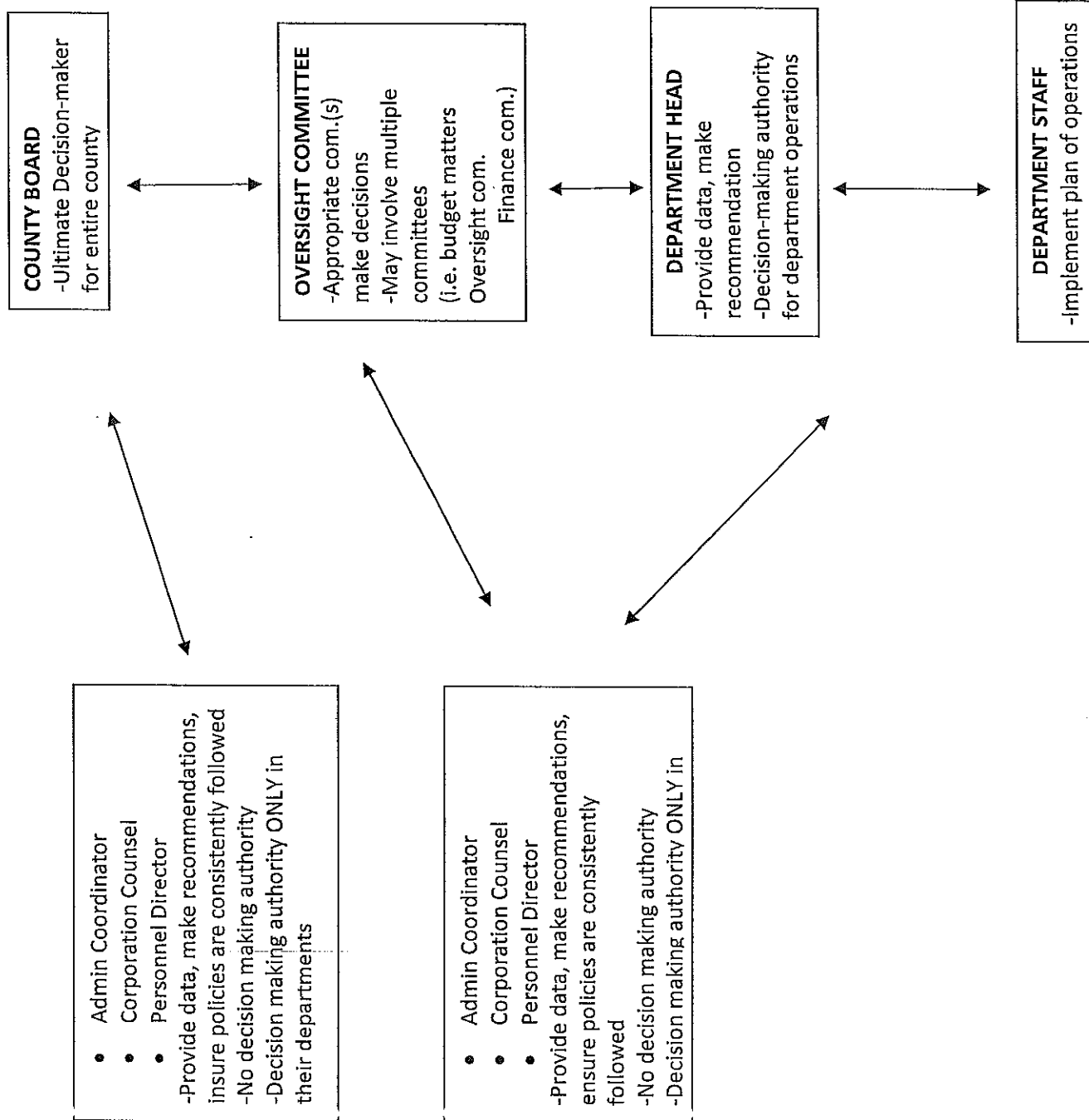
 County Clerk



Reviewed by Corporation Counsel

Reviewed by Administrative Coordinator/Director of Finance

COUNTY IN-LINE STRUCTURE



RESOLUTION 24 - 2015**RESOLUTION FOR PARTICIPATION IN STATE SNOWMOBILE AND
ALL-TERRAIN VEHICLE (ATV/UTV) AIDS PROGRAMS**

INTRODUCED BY: Adams County Parks Committee

INTENT & SYNOPSIS: Development and maintenance of State funded
Snowmobile, ATV/UTV trails, and ATV campground.

FISCAL NOTE: No cost sharing is required other than use of equipment and Administration time while administering and managing State of Wisconsin allocated dollars. The following grant proceeds will be used for the development and maintenance of ATV/UTV and snowmobile trails and ATV/UTV campground development. Five ATV/UTV grants: \$3,400.00 for the production of ATV maps; \$11,200.00 for 16.0 miles of trail maintenance; \$8,400.00 for maintenance of 12 miles of relocated trail and \$18,000.00 for construction of 12 miles of trail relocation; \$9,100.00 for 13 miles of new trail maintenance and \$19,500.00 for 13 miles of new trail development; \$440,000.00 for ATV/UTV campground construction per attachment. Two snowmobile grants: \$55,875.00 for trail maintenance and management; and \$5,000.00 for trail maintenance of additional 20 miles of trails.

WHEREAS: Public trails are eligible for funds under 23.09 (26) and 23.33 Wisconsin Statutes for maintenance, acquisition, insurance, rehabilitation and/or development costs and hereby authorizes Adams County Director of Parks, Recreation, and Trails Coordinator, under the direction of Adams County Parks Committee and Adams County Administrative Coordinator and Director of Finance, to submit applications to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; and take action to undertake, direct, and complete the approved project; and

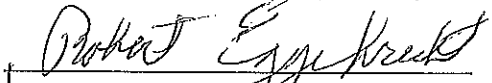
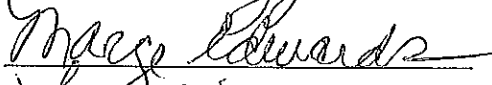
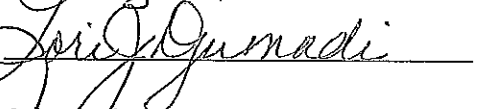

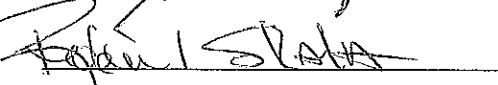

WHEREAS: Adams County will comply with Wisconsin State rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project site.

NOW THEREFORE, BE IT RESOLVED: that the Adams County Board of Supervisors hereby authorizes Adams County Director of Parks, Recreation, and Trails Coordinator, under the direction of Adams County Parks Committee and Adams County Administrative Coordinator and Director of Finance, to submit applications to the State of Wisconsin Department of Natural Resources for whatever aids/grants/financial support that may be available to Adams County,

47 for the development and/or maintenance of State funded and/or county
 48 sponsored snowmobile and ATV/UTV trails; and
 49

50 **BE IT FURTHER RESOLVED:** That the Adams County Parks Committee,
 51 Director of Parks, Recreation and Trails Coordinator and Adams County
 52 Administrative Coordinator and Director of Finance are hereby authorized to
 53 oversee and direct approved projects and account for any and all aid(s),
 54 grant(s)/financial support awarded for these project(s).
 55

56 Recommended for adoption by the Parks Committee this 14th day of April 2015.

57 
 58 
 59 
 60 
 61 
 62 
 63

64 Adopted _____
 65 Defeated _____ by the Adams County Board of Supervisors this
 66 Tabled _____ day of April 2015.
 67

68 _____
 69 County Board Chair County Clerk
 70

71 ☒ Reviewed by Corporation Counsel
 72 ☒ Reviewed by Administrative Coordinator/Director of Finance

ORDINANCE 04 - 2015
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

P59

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A- 2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Dell Prairie on November 14, 2011, such approval having been filed with the Adams County Clerk pursuant to Section 59.69 of the Wisconsin Statutes; and

WHEREAS: On March 11, 2015, Gregory & Roberta S. Stroede, owners, petitioned the Adams County Board of Supervisors to amend the County Zoning Ordinance to rezone a portion of a 41.3 acre parcel of land (approx. 3 acres) in the Town of Dell Prairie, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on April 1, 2015, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance #17A, 2010, and the corresponding zoning maps are hereby amended to reflect that a portion of a parcel (approx. 3 acres) is changed from an A1 Exclusive Agriculture District to an R1-Large Lot Single Family Residential District;

Property located in the NW ¼, NW ¼, Section 2, Township 14 North, Range 6 East on 9th Avenue, Town of Dell Prairie, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of April, 2015.


Recommended for enactment by the Adams County Planning and Zoning Committee on this 1st day of April, 2015.


Joe Stuchlak, Chair


Barb Morgan, Vice Chair


Al Sebastiani


Randy Theisen


Rocky Gilner


Larry Babcock


Mark Hamburg

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of April, 2015

John West, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE
APRIL 1, 2015 – Room A260 -Courthouse
Friendship, WI 53934 – 1:00 P.M.

Gregory & Roberta S. Stroede – Rezoning request of a portion of a 41.3 acre parcel (3 acres) from an A1 Exclusive Agriculture District to an R1-LL Single Family Residential District for a building site on property located in the NW ¼, NW ¼, Section 2; Township 14 North, Range 6 East on 9th Avenue, Town of Dell Prairie, Adams County, Wisconsin.

Appearing for with testimony: Greg Rhinehart representing Mr. & Ms. Stroede.

No one appearing against.

Correspondence: Notification from the Town of Dell Prairie that they met on March 10, 2015 and do no object to the request.

Disposition: Al Sebastiani made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 7 -Yes. Motion carried.

MSA

PROFESSIONAL SERVICES
TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL

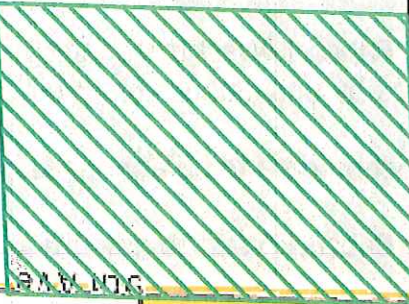


8-41-15
53.655998 ac.

8-29
41.327 ac.

GREGORY & ROBERTA S. STROEDE

300'



435'

**REZONE 3 ACRES
FROM A1 TO R(1L)**

3619+

8-42
2.75 ac.

3627+

8-64
2.278 ac.
L17 CSM 702

L19 CSM 702

8-49
5.1 ac.

8-50
10.3 ac. +

8-31
40 ac.

ROBERT J & JOLENE C SCHUSTER

AD HOC COMMITTEE ON APPOINTMENTS

Thursday, April 9, 2015

3:45 p.m. A231

Meeting was called to order by Chairman West at 3:47 p.m.

Roll call: West and Babcock. Stuchlak excused. Also present was Barb Waugh.

Motioned by Babcock/West to approve the agenda.

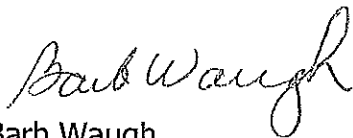
Motioned by Babcock/West to appoint Lisa McElmurry from American Red Cross, and Sarah Grossheusch from Public Health, to the Local Emergency Planning Committee (LEPC). Motion carried by unanimous voice vote.

Motioned by Babcock/West to appoint Jack Grignano to the Veterans Committee. Motion carried by unanimous voice vote.

The next meeting date to be announced.

Motioned by Babcock/West to adjourn at 3:50 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Barb Waugh".

Barb Waugh
Deputy Clerk
Recording Secretary

These minutes have not been approved.

Ad Hoc Organizational Structure Committee Meeting Minutes of
March 5, 2015

Meeting called to order by Chair Djumadi at 11:34 am.

All committee members present except Roseberry

Also present Cindy Phillippi

Motion by Grabarski and seconded by Stuchlak to approve agenda;
motion carried.

Motion by Grabarski and seconded by Stuchlak to approve the January
29, February 11, February 17 2015 meeting minutes; motion carried.

Motion by Stuchlak and seconded by Grabarski to approve resolution to
adopt the Administrative Coordinator type of Government and send it
to the full Adams County Board for final approval; motion carried.

Motion by Grabarski and seconded by Stuchlak to adjourn; motion
carried. Meeting adjourned at 1:20 pm.

Minutes respectfully submitted by Joe Stuchlak Committee Secretary

A handwritten signature in cursive script, reading "Joe Stuchlak". The signature is written in dark ink and is positioned below the typed name of the Committee Secretary.

Ad Hoc Organizational Structure Committee Meeting Minutes of
March 30, 2015

Meeting called to order by Chair Djumadi at 11:04 am.

All committee members present except Wysocky excused.

Also present Cindy Phillippi

Motion by Stuchlak and seconded by Roseberry to approve agenda as corrected date should be March 30 2015; motion carried.

Motion by Grabarski and seconded by Stuchlak to approve the March 5, 2015 meeting minutes; motion carried.

Motion by Grabarski and seconded by Roseberry to approve the rescinding of Resolution 75-2014; motion carried.

Motion by Stuchlak and seconded by Roseberry to approve resolution creating The County Manager/ Administrative Coordinator position; motion carried.

Motion by Grabarski and seconded to recess for five minutes; motion carried.

Meeting reconvened at 12:35 pm.

Motion by Stuchlak and seconded by Grabarski to approve job description for County Manager/ Administrative Coordinator position; motion carried.

Motion by Grabarski and seconded by Roseberry to adjourn until April 6, 2015 at 11:00 am; motion carried. Meeting adjourned at 1:10 pm.

Minutes respectfully submitted by Joe Stuchlak Committee Secretary

A handwritten signature in black ink, appearing to read "Joe Stuchlak", is written below the typed name.

ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, March 5, 2015 4:00 p.m. Room A160

The meeting was called to order by Vice-Chairman Grabarski at 4:05 p.m. The meeting was properly noticed. Present: Babcock, Grabarski, Hamburg and Kotlowski. Excused: West. Also present: Wollin, Rogers, Zander, Mary Nelson, Erin Foley and Phillippi.

Motioned by Kotlowski/Hamburg to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hamburg/Babcock to approve the minutes from February 5, 2015. Motion carried by unanimous voice vote.

Public Participation: No public participation
Correspondence: No correspondence

Present: West at 4:08 p.m.

Item #8 Discuss and/or act on Oxford Library payment. Motioned by Kotlowski/Hamburg to do a budget transfer from Library to Miscellaneous for the Oxford Library contribution, or merge accounts 100.40 to 100.73. Motion carried by unanimous voice vote.

Grabarski stepped down as Chair. West took over as chair.

Item #9 Continuation of PMA information options. No update was given.

Item #10 Discuss and/or act on Medical Examiner wages. Rogers and Phillippi gave an update on wage determination. The committee wants wages/figures and summary handouts prior to the next meeting with the intent to place Medical Examiner position on wage structure.

Committee deviated as follows:

Item #13c Discuss and/or act on department(s) petty cash; accounts i.e. Clerk of Court, Child Support, Corp Counsel, DA, Hlth & Hum Serv, Hwy, L & W, P & Z, ROD, Sheriff, Solid Waste, Treasurer, UWEX. Motioned by Grabarski/Kotlowski to approve all petty cash requests. Motion carried by unanimous voice vote.

Item #12 Treasurer.

- a. *Tax Deed Property update.* No update, all should be filed by the end of April with courts.
- b. *Financial report.* Handout was provided.
- c. *Office activities.* Business as usual.
- d. *Discuss and/or act on investment options at Grand Marsh State Bank.* Motioned by Hamburg/Babcock to allow treasurer to reinvest perpetual care & special

project money from local government investment pool to other higher interest options within Grand Marsh Bank. Motion carried by unanimous voice vote.

Item #13 County Clerk/ACDoF.

- a. Office activities.* Phillippi gave an update on elections and audit; business as usual.
- b. Discuss and/or act on set up of money market account at Grand Marsh State Bank for the segregation of funds related to Resolution #82-2014.* Motioned by Babcock/Hamburg to allow clerk to set up segregated account at Grand Marsh Bank for funds related to Resolution #82-2014. Motion carried by unanimous voice vote.
- d. Discuss and/or act on LTE, on-call wages.* Phillippi will come back with proposal on LTE and on-call wages per employment category.

Item #11 MIS.

- a. Office activities.* Brief overview of office activities was given.
- b. Financial report.* Financial report was handed out.

Identify upcoming agenda items:

Discuss and/or act on Medical Examiner wages;

Discuss and/or act on LTE, on-call wages;

Update regarding Health Insurance mtg.

Next meeting date set for April 9 at 4:00 p.m.

Motioned by Kotlowski/Grabarski to adjourn at 5:45 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not been approved by the committee.

CP\ck

Minutes of Adams Co. Airport Commission March 9th 2015

Meeting called to order at 7:00 PM by Vice-Chairperson Rocky Gilner

Members present: Steve Pollina, Jerry Reuterskiold, Mike Bourke and Rocky Gilner. Dave Repinski absent.

Also present Airport Manager Mike Scott and Airport Groundskeeper Sheldon Sundsmo and Mike Voltl

Motion to approve published agenda by Pollina second by Bourke no discussion, motion carried.

Motion to approve Minutes, as published, of February 9th. 2015 Airport Commission by Reuterskiold, Second by Pollina. No discussion. Motion carried.

Report of Airport Manager

Scott asked to start with item d. Discuss and act on Lease Leibelt/Voltl transfer request. After introduction of Voltl by Scott and discussion, motion by Bourke, second by Reuterskiold to approve lease transfer contingent on payment of 2014 lease, late fees and mowing fees, all voted aye, motion carried. Scott will work with all parties and corporate council (if necessary) involved to facilitate said hanger clean-out and transfer.

Review Correspondence: Forwarded letter from Planning and zoning regarding antenna request. Antenna is outside of airport airspace control, no action required. Wisconsin Bureau of Aeronautics request for Rates and Charges. Scott will handle.

Financial Review/ check summary: Scott distributed check summary for review. Scott also reported that with January and February 2015 past, maintenance expense is only line item over budget.

Hanger Ground Rent Receipts update: Scott reported that 2 leases have yet to be paid. Scott reported cracks are developing in runway. He also reported that airport plan is under review by Chicago airspace management after approved and transferred from Minneapolis airspace management.

Review upcoming workshops: WAMA invite.

Motion to accept Airport Managers Report by Pollina, second by Bourke. No discussion. Motion carried.

Groundskeeper Report: Sundsmo reported that septic tank froze and had to be thawed by plumber. Also truck pressure system froze and had to be thawed.

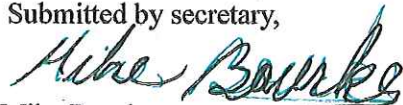
Motion to accept Grounds Keeper's report by Reuterskiold, second by Bourke. No discussion. Motion carried.

Audience comments: None

Motion to adjourn until 7:00 PM Monday April 13, 2015, by Bourke. Second by Reuterskiold. No discussion. Motion carried.

Meeting adjourned at 7:45 PM.

Submitted by secretary,



Mike Bourke

Minutes not officially approved yet.

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES

Adams County Board Room March 17, 2015 6:00 p.m.

Meeting was called to order by Chairman West at 6:00 p.m.

The meeting was properly announced.

There was a Moment of Silence followed by the Pledge of Allegiance.

Roll Call of Supervisors: Dist. #01-Mark Hamburg; Dist. #02 Rocky Gilner; Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #05-Jerry Kotlowski; Dist.#06-Barb Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Jake Roseberry; Dist. #11-Robert Eggebrecht; Dist. #12-Heidi Roekle; Dist. #13-Florence Johnson; Dist. #14-Marjorie Edwards; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Lori Djumadi; Dist. #18-John West; Dist. #19-Dave Repinski; Dist. #20-Paul Pisellini.

Motioned by Wysocky/Eggebrecht to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Borud/Grabarski to approve the February 17, 2015 minutes. Motion carried by unanimous voice vote.

Public participation: None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Gilner, Grabarski, Hamburg, Johnson, Kotlowski and Morgan.

Claims: None

Correspondence: None

Appointments: Motioned by Kotlowski/Edwards to reappoint Nelson as President, Heideman as Vice President, Challoner as Secretary for Library 2 year terms; and appoint Peterson and Townsend for Library 3 year terms. Motion to approve appointments carried by unanimous voice vote. The appointment of Grignano to the Veterans Committee was referred back to Committee on Appointments to bring back next month for approval.

Unfinished Business: Motioned by Djumadi/Edwards to bring Res. #12-15 back on the floor. Motion to bring back Res. #12-15 carried by roll call vote, 20 yes. Motioned by Repinski/Eggebrecht to amend Res. #12-15 by replacing with Director of Finance Resolution. Motion to amend Res. #12-15 failed by roll call vote, 6 yes, 14 no. Voting yes, Babcock, Borud, Eggebrecht, Gilner, Repinski and Stuchlak. Motioned by Allen/Stuchlak to send Res. #12-15 back to the Parks Committee. Motion to send back Res. #12-15 failed by roll call vote, 3 yes, 16 no, 1 excused. Voting yes, Allen, Gilner and Stuchlak. Excused, Repinski. Motioned by Djumadi/Edwards to adopt Res. #12-15 carried by roll call vote, 15 yes, 4 no, 1 excused. Voting no, Babcock, Eggebrecht, Gilner and Stuchlak. Excused, Repinski.

New Business: None

Reports and Presentations:

Jodi Helgeson was acknowledged by Justin Conor from Wood County, for receiving the WLIA Lifetime Achievement Award. Motioned by Grabarski/Djumadi to approve the following 2014 reports: Register of Deeds, Fair/Agricultural Society Report, Clerk of Circuit Court and Dog License. Motion to approve reports carried by unanimous voice vote. RIDC report was handed out. ACDoF/County Clerk report was handed out. Motioned by Djumadi/Roekle to approve the Emergency Fire Warden list for 2015. Motion to approve list carried by unanimous voice vote.

Resolutions:

Res. #15: Motioned by Allen/Repinski to adopt Res. #15-15 to recognize Darin Babcock's resignation effective March 14, 2015, and honor his 17 years of service to Adams County. Motion to adopt Res. #15-15 carried by roll call vote, 20 yes.

Res. #16: Motioned by Kotlowski/Repinski to adopt Res. #16-15 to sell county advertised property parcel #12-1458. Motion to adopt Res. #16-15 carried by roll call vote, 20 yes.

Res. #17: Motioned by Stuchlak/Wysocky to adopt Res. #17-15 to adopt the Administrative Coordinator form of County Government with additional roles, responsibilities and expectations as outlined in the attached Addendum(s). Motion to adopt Res. #17-15 carried by roll call vote, 19 yes, 1 no. Voting no, Repinski.

Res. #18: Motioned by Djumadi/Grabarski to adopt Res. #18-15 to authorize an application to the State of Wisconsin for an audit waiver exemption for provider agencies with contracts between \$25,000 and \$100,000. Motion to adopt Res. #18-15 carried by roll call vote, 20 yes.

Res. #19: Motioned by Roekle/Wysocky to adopt Res. #19-15 to transition from the Medicaid Waiver System to Family Care. Motion to adopt Res. #19-15 carried by roll call vote, 20 yes.

Recess: Motioned by Allen/Djumadi to recess at 6:45 p.m. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order at 6:53 p.m. by Chairman West. All present.

Ordinances:

Ord. #03: Motioned by Edwards/Eggebrecht to enact Ord. #03-15 to amend Adams County Park Ordinance #6-2008. Motion to enact Ord. #03-15 carried by roll call vote, 20 yes.

Denials: None

Petitions: None

Motioned by Roekle/Johnson to approve claims. Motion carried by unanimous voice vote.

Motioned by Wysocky/Djumadi to approve Per Diem and Mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Roekle to have the County Clerk correct any and or all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Next County Board meeting is set for April 21st, 2015 at 6:00 p.m.

Motioned by Roekle/Djumadi to adjourn the County Board meeting at 7:01 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk

These minutes have not been approved by the County Board.

CP\ck

**Executive Committee Meeting
April 7, 2015
Adams County Courthouse, Conference Room A-260**

Minutes

Joe Stuchlak, Chair, called the meeting to order at 9:00 a.m. The meeting was properly announced.

Pledge of Allegiance.

Committee members present: Stuchlak, Allen, Babcock and Johnson; West was excused.

Others present: Marcia Kaye, Personnel Director; Ken Wagner, Corporation Counsel.

Motion by Allen, seconded by Babcock to approve the Agenda except that Items 11 and 12 are struck. Motion carried by unanimous vote.

Motion by Babcock, seconded by Johnson to approve Minutes of the March 3, 2015 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation.

There was no new correspondence.

Item 9. FLSA Designation of advanced degree positions at Health & Human Services. Discussion. No action taken.

Item 10. Compensation Plan Administration Policy. A proposed plan was given to Committee members in March. However there are too many undeterminable items at this point. Discussion will be held at a later date. No action taken.

Item 11 and 12 were removed from consideration on the Agenda.

Item 13. Motion by Johnson, seconded by Allen to go into closed session at 9:02 a.m. for the purpose of deliberating or negotiating the purchasing or public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and or act on pending negotiations with WPPA Union Local 355. Motion carried by unanimous vote.

Item 14 Motion by Allen, seconded by Johnson to reconvene in open session at 9:10 a.m. to consider and vote on appropriate matters. Motion carried by unanimous vote.

Motion by Allen, seconded by Babcock, to approve closed session motion to send proposed Sheriff's Department wages of 2% on 1/1/15, 2% on 1/1/16, 2% on 1/1/17, and ½% on 10/1/17 to Admin & Finance Committee for consideration, pending approval of the Union membership, and then present Resolution to County Board on April 21. Motion carried by voice vote.

These Minutes have not been approved by the committee

Item 15. The committee reviewed Corporation Counsel's handout listing activities, including department representation, court actions, case load and office management. Discussion regarding Easton Store and asking DNR to 'close site'. County will fill out a new form and ask for DNR to reconsider.

Allen asked about the Ordinance Codification project. Wagner indicated Heider has collected all ordinances that are used in Corp Counsel office and have asked Department Heads to provide any other Ordinances that are used in their Departments. Codification will begin soon.

Item 16. The Personnel Director presented her monthly report. Handout. Discussion regarding the potential of expanding/extending County operational hours for all facilities during the summer months to provide additional access to customers while offering a flex benefit to employees. Discussion regarding software that could help County organize and coordinate for the OSHA Global SDS requirement in 2016.

Item 17. Vouchers provided for Corporation Counsel office did not have dollar amounts included. Vouchers were not presented for Personnel Department. Discussion regarding new process for printing vouchers. Committee asked Babcock to bring the reports up for discussion at Admin & Finance and vouchers will be reviewed next month.

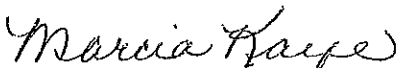
Next meeting date is set for May 5, 2015 at 9:00 a.m.

Action items for next meeting:

1. Discuss and/or act on developing a Compensation Plan Administration Policy.
2. Discussion regarding voucher process that has been implemented – report back from Admin & Finance meeting.

Motion by Allen, seconded by Babcock to adjourn the meeting at 10:00 a.m. Motion carried by unanimous vote.

Respectfully submitted,



Marcia Kaye
Acting Recording Secretary

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – March 6, 2015**

The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Deputy Clerk Barb Waugh at 9:00 a.m.

Roll Call of Board Members: Lori Djumadi, Deb Johnson-Schuh, Fran Dehmlow, Rocky Gilner and Robert Grabarski. Absent excused: Heidi Roekle, Jack Allen and Teresa Harvey-Beversdorf.

Health & Human Services Staff: Diane Cable, Donna Richards, Cindi Flynn, Sarah Grosshuesch, Wendy Pierce, Tom Charles, Kelly Oleson, Sherrie Manning, and Ruth Horndasch. Absent excused: Diane Osborn.

Veterans Services Staff: Richard Schlichtmann. Absent excused: Steve Dykes

Motion was made to have Supervisor Grabarski to act as chairperson for the March 6, 2015 meeting by Gilner / Johnson-Shuh. Supervisor Grabarski accepted nomination and motion carried by UVV.

Approval of Agenda & Compliance with Open Meetings Law

Motion was made to approve the agenda by Gilner / Johnson-Shun. Motion carried by UVV.

Approval of Minutes of February 6, 2015

Motion was made to approve the February 6, 2015 minutes by Johnson-Shuh / Gilner. Motion carried by UVV.

Public Comment – None.

Correspondence – None.

Announcements – None.

Veterans Service

1. **Review and approval of Veterans Service vouchers and financial report.** A brief discussion was held and a motion was made to approve the January 2015 vouchers and financial reports by Gilner / Djumadi. Motion carried by UVV.
2. **Veterans Service Officer's report.** A written report was submitted to the HHS Board prior to the meeting. A brief discussion was held.

Richard Schlichtmann excused at 9:07 a.m.

Health & Human Services

1. **Review & Approval Health & Human Services Vouchers & Financial Report.** A discussion was held and a motion was made to approve the January 2015 Health & Human Services vouchers and financial report by Djumadi / Johnson-Shuh. Motion carried by UVV.
2. **Director's Report & Managers Narratives.** A written report was submitted to the HHS Board prior to the meeting. A brief discussion was held and Director Cable updated the HHS Board on the upcoming Wisconsin Counties Association Human Services Day at the Capitol that will be held on April 8, 2015 in Madison. The group will be talking to legislatures about the proposed State budget and how the budget will affect Human Services Programs and Services. Supervisor Djumadi indicated interest in attending the day.

Public Health Officer Grosshuesch invited the HHS Board to the Central Wisconsin Health and Economic Development Summit on August 11, 2015 at the Heidel House in Green Lake, Wisconsin. Grosshuesch also invited the HHS Board members to attend the upcoming WPHA/WALHDAB meeting on May 19-21, 2015 at the Kalahari in Wisconsin Dells, Wisconsin. Anyone interested needs to contact Officer Grosshuesch by March 31, 2015 so she can complete registrations.

3. **Administration – Update on Electronic Health Record System (TCM).** Director Cable informed the HHS Board that recruitment for the TCM Technician position is in process. In addition, Director Cable informed the HHS Board that the TCM system needs to be certified which is a 2 year process. Additionally, the Department will need to purchase many new programs in the coming years that TCM does not provide. Director Cable suggested that we look into a different system that will suit our department needs better. The MIS Director, Dawn McGhee, agrees that we should look at our options.
4. **Administration – Update on Organizational Effectiveness (OE) Initiative.** Director Cable informed the HHS Board that the OE Committee has met for 4 days and will meet again for a 2 day meeting in March and 1 day in April. The facilitators of the OE meetings are impressed with how well our improvements are working in such a short amount of time. Director Cable explained that the OE Committee has seen an impact on the improvement of collaboration, the improvement of effectiveness and the improvement of welcoming new hires.

5. **Administration – Discuss and/or approve the rescheduling of Board meetings on April 3, 2015 and July 3, 2015.** A discussion was held concerning the April 3, 2015 meeting being moved to April 10, 2015 due to offices being closed for the holiday. It was also decided to look into the possibility of changing the meeting date and time of the meeting in order to help fill the vacant Medical Director position on the HHS Board.
6. **Behavioral Health Services – Update on Program Audit.** The state of Wisconsin recently did an audit on the Behavioral Health Clinic, focusing on the areas of Crisis, Out Patient and the CCS program. The state has high concerns on the following issues: (1) the Clinic needs to have a secured location within the building for all records. (2) The state is concerned with the volume of clients the Clinic serves compared to the number of therapist we have. The Clinic is not adequately staffed to maintain a continuous flow of care for our clients. The Clinic serves an average of 426 clients per month that averages out to around 107 clients per therapist each month. The Department has seen an increase in In Patient care over the past year and are unable to continue the help for these clients in a timely matter when they are released due to the overwhelming caseloads. Director Cable informed the HHS Board that Manager Tom Charles will be stepping down as Clinic Manager and will be starting the process for filling the Clinic Manager position. It is anticipated that at the next meeting we will bring forward a request for an additional therapist position
7. **Behavioral Health Services – Information and update on activities of the Drug Free Adams County Coalition.** The Prevention Grant also known as the SPFFS2 Grant is a coalition lead by Dorothy Chaney. This coalition was formed with people from the UW Extension, Adams Friendship School District, the public and the Sheriff's Department. They coalition has applied for a grant in the amount of \$125,000 to extend their work for 5 more years. HHS will be the fiscal agent. A discussion was held.
8. **Fiscal – Discuss and/or approve resolution for re-application to the State for an Audit Waiver exemption regarding some providers.** The resolution is a request to raise the threshold from \$75,000 to \$100,000. A brief discussion was held and a motion was made to approve the resolution by Gilner / Djumadi. Motion carried by UVV.

Motion was made to take a 5 minute break by Djumadi / Johnson-Shuh. Motion carried by UVV.

Meeting was called back to order at 10:30am


9. **Long Term Support – Discuss and/or approve Family Care Resolution.** A brief discussion was held and a motion was made to approve the Family Care Resolution by Djumadi / Johnson-Shun. Motion carried by UVV.
10. **Public Health – Discuss Expansion of Home Visiting Program.** Public Health Officer Grosshuesch explained to the Board that the State of Wisconsin has added additional funding to the Home Visiting Program. With the additional funding the grant will continue for an additional year and it may be expected by the state for us to hire an additional person that would be 100% grant funded.
11. **Public Health – Presentation of Screening of Raising of America.** Public Health Officer Grosshuesch showed a short screening to the HHS Board of the movie Raising of America. Grosshuesch explained to the HHS Board that the movie will be shown at the WPHA meeting at the Kalahari in May. They are hoping to show the movie here in Adams at the movie theatre in hopes of reaching more residence of our community.
12. **Public Health – Review of Public Health Policy – Employee Hepatitis B Vaccination Program.** A brief discussion was held.
13. **Public Health – Update on HHS Board vacant position of Medical Director.** A discussion was held to look into different times and dates for the meeting to accommodate around a doctors schedule. An update will be given at the next meeting.
14. **Next Regular Meeting Date – Friday, April 10, 2015 @ 12:00 p.m.**

Motion to adjourn at 11:14 a.m. by Djumadi / Dehmlow. Motion carried by UVV.

These minutes have not yet been approved by the committee.

Minutes respectfully submitted by Hether Bitsky.

Heidi Roekle – Chairperson


Hether Bitsky

HEALTH INSURANCE STUDY COMMITTEE MINUTES

February 24, 2015 / 8:30 a.m.

Courthouse Conference Room A260

1. The meeting was called to order at 9:32 a.m. by Chair Edwards. The meeting was properly announced.
2. Members present: Supervisors Edwards and West; AFG Representative Mary Laird; Employees: Karen Bays, Carrie Easterly, Marcia Kaye, Michelle Harrison, Rita Kolstad, Wendy Newsom, Dennis Premo, Marylu Silka, and Jani Zander.
3. Motion by Newsom, seconded by Bays to approve agenda. Motion carried by voice vote.
4. Motion by West, seconded by Bays to approve the HISC minutes from August 26, 2014. Motion carried by voice vote.
5. HRA Funding Analysis Report (FAR) - Final 2014 (*Handout 1*) Year to date cost to funding is 99.63%, so we stayed on target. So far for January, 2015 we are at 99.20% (*Handout 2*), so within limits.
6. Laird discussed the Health & RX Claim Payment Ratio forms that indicate on a month to month basis how we stood for 2013 and 2014 (*Handout 3 and Handout 4*) For 2013, we were at 113.1% which meant for every \$1 premium that the County paid, WEA Trust paid \$1.13 in claims. For 2014 that amount dropped slightly to 112.4%. The changes that the HISC made for the prescription plan for 2015 should help, but the information on these sheets is based on the old plan design. There is an 8 to 10% trend increase projected for 2016.
7. The Cadillac Plan Excise Tax: Cost Estimator (*Handout 5*) shows what the County can estimate the annual excise tax of 40% to equal given our current plan design. This handout doesn't take into account geographic information or age differences, but does consider premium and HRA contribution. At this point there is a mixed opinion of whether or not the tax will be assessed totally to employees or be a split contribution between employee and employer. Will definitely have to consider additional plan changes to keep premiums down for 2016.
8. Committee update – The campaign for March is “Rev Up Your Engine” with a focus on hydration, exercise, and ‘special activities’. Individuals are asked to report their progress each week to Carrie Easterly.
9. Next meeting date will be Tuesday, March 24 at 8:30 a.m. It is anticipated that the committee will meet monthly on the 4th Tuesday.
10. Topics for next meeting: Comparison of H.S.A., H.R.A. and F.S.A; Pros and cons of self-funded program; benchmarks to piers/labor market; WEA Telemedicine provision; past review of ‘tiered’ plans
11. Motion by Newsom seconded by Bays to adjourn the meeting at 9:32. Motion carried by voice vote.

These minutes were approved by the Health Insurance Study Committee on March 24, 2015.

Marcia Kaye
 Marcia Kaye

Co-recording secretary

HEALTH INSURANCE STUDY COMMITTEE MINUTES

March 24, 2015 / 8:30 a.m.

Courthouse Conference Room A260

The meeting was called to order at 8:32 a.m. by Vice-Chair West. The meeting was properly announced.

Members present: Supervisor West; AFG Representative Mary Laird; Employees: Karen Bays, David Carlson, Marcia Kaye, Michelle Harrison, Wendy Newsom, Dennis Premo, Marylu Silka, Cheryl Thompson, and Jani Zander. Supervisor Edwards was excused.

Motion by Newsom, seconded by Premo to approve agenda. Motion carried by voice vote.

Motion by Bays, seconded by Newsom to approve the HISC minutes from February 24, 2015, as amended, removing estimated Cadillac tax figures since they are estimated and not actual. Motion carried by voice vote.

HRA Funding Analysis Report (FAR) - (*Handout 1*) February, 2015 we are at 99.38% claims to premium/HRA ration so still within limits.

Laird discussed the various areas that had been requested at the last meeting:

- Journey of Healthcare Reform (*Handout 2*) provided some background on the Affordable Care Act. A few of the benefits are that preventative care is covered at 100%, there is no lifetime limit on claims, and there are no pre-existing conditions prohibited.
- *Handout 3* - Laird explained some of the concepts and information in the Healthcare Reform Toolkit. Some of the areas of interest/action are highlighted in yellow.
- *Handout 4* - compares full insured health plans and self-funded health plans. Discussion was held on claim reserves and stop-loss types.
- *Handout 5* - shows the financial impact of changing a health plan from two tier (single/family) to a three tier plan (single, employee+1, family). Although those in the middle tier might benefit some, those with family coverage would end up paying more.
- *Handout 6* - Explains the differences between Health Savings Accounts, Health Reimbursement Accounts, and Flex Spending Accounts.
- *Handout 5* - A glossary that explains health insurance terms for those that may not be familiar with everything.

Wellness Committee update – The “Rev Up Your Engine” campaign is going well with high participation. In April we are planning to do an Adopt-A-Highway clean-up event, May will have a weight bearing/training activity, June is Relay for Life and a Bicycle Challenge. The committee is still collecting healthy recipes for the employee cookbook and we are still looking into options for the fitness room..

Next meeting date will be Tuesday, April 28 at 8:30 a.m.

Topics for next meeting: Benchmarking, Defined Contribution approach for healthcare.

Motion by Newsom seconded by Bays to adjourn the meeting at 10:09. Motion carried by voice vote.

Marcia Kaye
Co-recording secretary

These minutes have not yet been approved by the Health Insurance Study Committee.

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, MARCH 12, 2015 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock ~ Chairperson
Florence Johnson ~ Vice-Chairperson
Jake Roseberry
Dan Wysocky

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Bob Buerger,
Dave Foss and Jeff Abramson

MEMBER ABSENT: Mark Hamburg ~ Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, March 12, 2015.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, ROSEBERRY AND WYSOCKY. MEMBER ABSENT: HAMBURG ~ EXCUSED

APPROVAL OF AGENDA: *Motion by Wysocky to approve the Agenda as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 12, 2015): *Motion by Wysocky to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for February 12, 2015 Regular Monthly Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS:

- Highway Committee did recognize Dave Foss, his concern was the agreement letter reference drainage on County Road A. Highway Committee informed Mr. Foss that his item was not on the agenda and would be placed on the April Committee Meeting Agenda.
- Review & Act on Preliminary CTH "P" Design

REVIEW & ACT ON TRUCK EQUIPMENT BIDS: Highway Department only received one truck equipment bid and it was from Universal Truck Equipment for the amount of \$148,595.00. Highway Committee reviewed the truck equipment bid reference base price, deduct and option 1 & 2. *Motion by Roseberry to award the truck equipment bid to Universal Truck Equipment for the base price of \$148,595.00 minus dumping function (\$3,600.00) for an amount of \$144,995.00, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 12, 2015 ~ 9:00 A.M.**

REVIEW & ACT ON MOWER BIDS: Highway Department received two mower bids:

- | | | |
|-----------------------|----------------|-------------|
| • Diamond Mowers Inc. | Model#DFW180-C | \$20,210.00 |
| • Riesterer & Schnell | Model#CX15 | \$18,280.00 |

Highway Committee reviewed the mower bids and the mower from Riesterer & Schnell does meet the specs and the mower from Diamond Mowers Inc. does not meet the specs. *Motion by Johnson in the best interest of the County to award the mower bid to Riesterer & Schnell for an amount of \$18,280.00, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON OIL QUOTES: The following quotes were received:

<u>MATERIALS</u>	<u>HENRY MEIGS</u>	<u>FLINT HILLS</u>
CRS & HFRS	\$2.2247 / GALLON	\$1.99 / GALLON
CRS-2P & HFRS-2P	\$2.6247 / GALLON	\$2.39 / GALLON
CRS-2PD	\$1.9472 / GALLON	N/A
 <u>APPLICATION CHG</u>	 <u>HENRY MEIGS</u>	 <u>PEARSON BROS</u>
CRS & HFRS	\$.1200 / GAL	\$.4200 / GAL
CRS-2P & HFRS-2P	\$.1200 / GAL	\$.4200 / GAL
CRS-2PD	\$.1200 / GAL	N/A
 <u>MATERIAL & APPLIED</u>	 <u>HENRY MEIGS</u>	 <u>FLINT / PEARSON</u>
CRS & HFRS	\$2.3447 / GALLON	\$2.41 / GALLON
CRS-2P & HFRS-2P	\$2.7447 / GALLON	\$2.81 / GALLON
CRS-2PD	\$2.0672 / GALLON	N/A

Motion by Roseberry to accept the oil quote from Henry G. Meigs LLC for the 2015 season, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON PRELIMINARY CTH "P" DESIGN: Jeff Abramson from Ayres Associates was present to review and discuss the Preliminary CTH "P" Design. Highway Committee reviewed and discussed the Preliminary CTH "P" Design as presented. A PUBLIC INFORMATIONAL MEETING will be held on April 22, 2015 at the New Haven Town Hall from 5:00 p.m. to 7:00 p.m.

REVIEW & ACT ON COUNTY ROAD Z BRIDGE LIGHTING: Highway Commissioner reviewed with the Highway Committee previous minutes from Highway Committee and Traffic Safety Committee reference the County Road Z bridge lighting. Traffic Safety Committee recommended that the lights remains on. Adams Columbia Electric Co-op has contacted the Highway Department and the lights will be turned off, if a responsible unit does not come forward to accept billing. *Motion by Roseberry to have the Highway Department take*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 12, 2015 ~ 9:00 A.M.**

responsibility and pay for lights on County Road Z by the Klein Creek Bridge area, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REQUEST APPROVAL TO ADVERTISE FOR 2015 CONSTRUCTION

PROJECTS: Highway Commissioner discussed with the Committee the overlay projects on County Road G, EE & O. Discussed with the Committee the need to shorten the County Road O overlay project and add County Road G (STH 21 to CTH C) seal coat project. *Motion by Wysocky to authorize the Highway Commissioner to advertise for bids for the 2015 Construction Projects, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON WASH BAY IMPROVEMENT: Highway Commissioner discussed with the Highway Committee the wash bay floor that does not drain properly, repairs and engineering is estimated at approximately \$60,000. Highway Committee asked the Commissioner to get an estimated cost on a new wash bay area and to bring back to the Committee.

REVIEW & ACT ON UTILITY POLICY: Highway Committee reviewed the current and proposed Utility Policy. Highway Commissioner explained the need for the updated as the original policy was implemented in 1998:

- Proposed Policy has marking requirements for assets or utility boxes in the Right-of-Way that are visual to crews performing maintenance
- Proposed Policy is similar to what other counties have implemented making it more uniform for utility companies across the state.

Motion by Wysocky to accept the proposed Utility Policy as presented, second by Roseberry. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON SAFETY EQUIPMENT: Highway Committee reviewed the Adams County Employee Handbook, correspondence from Attorney Dan Borowski and OSHA compliance document. *Motion by Wysocky that Highway Employees will be responsible for payment of logging boots, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Brushing / Cutting Right-of-Way on STH 21
- Brushing / Cutting / Trimming Right-of-Way on CTH EE & CTH Z
- Winter Maintenance
- Crack Filling on CTH D & CTH W
- Patching
- PBM (Performance Based Maintenance) Agreements / STH 13 North Crack Filling

FINANCIAL REPORT: *Motion by Wysocky to approve the Final December 2014 & February 2015 Financial Reports as audited, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
MARCH 12, 2015 ~ 9:00 A.M.**

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Wysocky to approve the Monthly Check Summary report as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- CTH A Drainage ~ Dave Foss
- Wash Bay

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Wysocky, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, April 9, 2015 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:10 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

LAND & WATER CONSERVATION COMMITTEE MEETING**March 3, 2015 – 1:00 P.M.****Courthouse Conference Room: A231**Minutes

The meeting was called to order by Chair Stuchlak at 1:00pm. Pledge of Allegiance was conducted.

Present: Joe Stuchlak, Heidi Roekle, Barb Morgan, Onie Karch, Paul Pisellini, Dan Wysocky, Kevin Bork, Wally Sedlar, Michelle Harrison were all present. Concerned citizens: Carl Dostal

Motion by Roekle/Morgan to approve the agenda. Motion carried by unanimous vote.

Motion by Karch/Pisellini to approve the minutes of February 9, 2015. Motion carried by unanimous vote.

Public participation as we go.

Report on Wildlife Abatement and claims. None

Report on NRCS. None

Report on WNDR- None

Report on L&WC department activities- Harrison gave an update on the tree and shrub sale.

Report on Central Wisconsin Windshed Partners- meeting this Thursday

Report on Golden Sands Resource Conservation and Development- Meeting in two weeks

Report on USDA Farm Services Agency- None

Report on Duck Creek Activities- None

Discuss and/or act on Adams County LWC Department changing from the North Central to the Lake Winnebago area association. As shown on the map provided were the area associations, currently Adams County is in the North Central area which means we would need to travel to Florence WI in order to attend the meetings. Sedlar stated he feels that we should be in the Lake Winnebago association as it is much closer to attend the meetings and we are similar to the other counties that make up that association. Sedlar would like to petition to change to the Lake Winnebago association. Motion made by Morgan/Pisellini to allow Sedlar to petition to change to the Lake Winnebago association. Sedlar stated that he would need to attend tomorrow's meeting to petition. Motion carried by unanimous vote.

Discuss and/or act on CREP letter and map. Sedlar read the letter out loud that would be signed by Chair Stuchlak on behalf of the LWC committee and sent to Brian at DATCP requesting to add Adams County to the CREP program. Motion made by Roekle/Morgan to approve the letter to have the entire county added to the CREP program. Motion carried by unanimous vote.

Discuss and/or act on DATCP staffing grant for 2016. Sedlar has completed the application for the 2016 DATCP staffing grant. He is applying for 1000 acres for nutrient management. Included in the committee packet is a letter from Jim VandenBrook, Wisconsin Land+Water Conservation Association. The highlighted areas state that the DATCP budget is reduced for conservation funding for farm practices. Motion made by Roekle/Wysocky to approve the DATCP staffing grant application. Discuss took place. Motion carried by unanimous vote.

Discuss and/or act on utilizing Managed Forest Land money that is being received by the county to be allocated for land purchases. In the committee packet is a table showing money that was received by the county per municipality for MFL. Discussion took place as to what should happen with this money.

THESE MINUTES HAVE BEEN APPROVED

Committee feels that county should pursue using some of the funds to purchase wooded acreage to preserve our forests. The property should have requirements such as at least be 70% forested, public hunting/public use. Motion made by Morgan/Bork to have a resolution created to be presented at next month's meeting outlining some criteria for utilizing the funds to purchase property. Motion carried by unanimous vote.

Financial report- February's report is not available yet, End of year report for 2014 was presented and it is not complete as we are still waiting for approximately \$85,000 in revenue from grant reimbursements.

Motion made by Roekle/Bork to approve the financial report as presented. Motion carried by unanimous vote.

Communications: Bulk head design should be completed by end of week by Ayres Associates. The manufacturing of the bulk head should be constructed and completed by the 2nd week of July- we will be getting bids from multiple welding/fabricating businesses. Morgan attended ACE (Agricultural Community Engagement) in Wisconsin Dells. Morgan stated that it was a wonderful conference; highlights of this conference are included in the committee packet. Morgan stated that she would try to find out the next time this group would meet and report back to the committee.

PowerPoint presentation on Wisconsin River TMDL- Sedlar presented a PowerPoint presentation to the committee on the Wis River TMDL- Discussion took place.

Items for next month's Land and Water Conservation Committee meeting: Resolution for MFL money to be allocated for purchase of forest land.

Next meeting date: April 13, 2015 at 1:00pm in room A231.

Motion by Roekle/Wysocky to adjourn at 2:15p.m. Motion carried by unanimous vote.

Respectfully submitted,



Michelle Harrison
Recording Secretary

THESE MINUTES HAVE BEEN APPROVED

**Adams County Library
Board Minutes
02/23/15**

The meeting was called to order by President Mary Nelson at 1:00 p.m. Present were Nelson, Challoner, Edwards, Townsend, Peterson and Director Foley. Heideman and Kreten were excused.

President Nelson verified that the meeting was properly announced.

Motion was made by Edwards to move item #10-election of Library Board Secretary, on the agenda to #2 for this meeting and was 2nd by Townsend. **Motion carried.**

Motion to approve the amended agenda was made by Edwards and 2nd by Townsend. **Motion carried.**

Kathy Challoner was nominated for another term as Board Secretary. Motion to approve was made by Edwards and 2nd by Townsend. Challoner will serve as secretary for the next term. **Motion carried.**

Re-appointments of Board members-Townsend and Peterson- for another 3 year term will be sent on to the County Board by Marilu for approval.

Public input was invited. No one from the public was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the January minutes was made. Motion made by Edwards, 2nd by Challoner. **Motion carried.**

Motion to approve the January financial report and bills was made by Edwards and 2nd by Challoner. **Motion carried.**

Recent bills were distributed for initialing & reviewing. There was no discussion.

Communications and Reports:

There were no communications or reports.

South Central Library System report:

There was no SCLS meeting yet this month. Nelson will report on meeting in March.

Director's Report:

- Circulation was down about 18% from last February. This seems to be consistent with other libraries in the system.
- The Amazon Book Store is still in place and doing well.
- Foley reported that there is \$4,000 left to spend from the 2014 budget and she is ordering new materials. Money will be carried over in the budget. There is \$5000.00 still in the

budget under Contracted Services that is questioned. Foley will get in touch with the County Clerk for an explanation.

- Some long overdue CD's were returned to the library by an anonymous person or persons.
- Jeff Wavrunek will be contacted and Director Foley will request that he immediately return all of the outstanding library materials he still has in his possession. They can either be mailed to us or turned in to another library.

Review of the Internet Acceptable Use and WiFi policy. No changes were suggested. Motion made by Nelson and 2nd by Challoner to approve the Internet/WiFi by-laws as written. **Motion carried.**

Annual Report: Director Foley presented the 2014 Annual Report. It was looked over and discussed. Motion made by Townsend and 2nd by Edwards to approve the report. **Motion carried.**

Audit Committee Report: Mary Nelson and Jim Kreten served as the audit committee. They met and determined that all is as it should be. All financials audited were correct.

Legislative Day Report: There was a very good turnout. President Nelson visited with Senator Luther Olsen, an aide to Senator Julie Lassa, Representative Joan Ballweg and Representative Scott Krug. Items discussed were continuing support for System Aid Library Service contract to maintain current funding for Wisconsin Libraries, Badgerlink and Newsline for the funding to maintain current level of service and personal stories about the importance of the local libraries in the community. All parties were supportive.

Identify possible upcoming items for future meetings:

- A. Amazon book sales
- B. Circulation report
- C. Budget-Oxford Library

The next Adams County Library Board meeting will be on March 23, 2015 at 1:00 p.m.

Motion was made by Townsend and 2nd by Edwards to adjourn the meeting. Meeting was adjourned at 2:03 p.m. **Motion carried.**

Respectfully submitted:

Kathleen Challoner

Kathleen Challoner, Secretary

Adams County Local Emergency Planning Committee (LEPC)

Monday, March 2, 2015

9:30 a.m. – Community Center Building, Conf. Rm. 123

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held on Monday, March 2, 2015, in Conference Room 123 at the Adams County Community Center. Chair John Frantz called the meeting to order at 9:35 a.m. The meeting was properly noticed.

Members present: John Frantz, Chair; Scott Switzer, Moundview Memorial Hospital; Marc Sass, DNR; Bob Goff, Wis. 106 Radio; Jeff Rogers, ARES/RACES, Sam Wollin, Sheriff; Bob Eggebrecht, County Board Supervisor; and Jane Gervais, Emergency Management Director. Members not present: Dawn Miller, Allied Cooperative, Darcie Beckman, Times-Reporter; Pat Kotlowski, Highway Commissioner; and Terry Fahrenkrug, Chief Deputy-Sheriff's Dept. Others present: Lisa McElmurry, American Red Cross; and Sarah Grosssheusch, Public Health.

Motion by Eggebrecht/Sass to approve the agenda. **Motion carried.**

Motion by Eggebrecht/Wollin to approve the minutes of August 18, 2014. **Motion carried.**

Update on 2014 2nd half Emergency Planning and Community Right to Know Act (EPCRA) Grant Award. Gervais reported that Adams County received \$3,297.00 for the 2014 2nd half Plan of Work EPCRA Grant.

Discuss Hazardous Materials Emergency Preparedness (HMEP) Grant Award for Railcar Transportation Tabletop Exercise. Gervais reported that she applied for a Hazardous Materials Emergency Preparedness Grant to have a Hazardous Materials Tabletop exercise and Adams County was awarded the grant in the amount of \$2,475.00. The exercise scenario will focus on a railcar accident. EPTEC Consulting, Inc. will facilitate the exercise. The exercise will be held in May or June.

Discuss Hazardous Materials Training Assessment. Gervais distributed and explained the Hazardous Materials Training Assessment that was conducted throughout the county to determine which agencies actually had Hazardous Materials Training and at what levels. To apply for a grant through Hazardous Materials Emergency Preparedness (HMEP), this study had to be completed, in order to receive HMEP funding. The Assessment was completed in the Fall of 2014, funded by an HMEP grant. Results of the study indicated some agencies are in need of New Awareness HazMat Training. Gervais is in the process of applying for a grant to obtain new Awareness HazMat Training classes for the Highway Department, local Public Works Departments and local Police Departments.

Review of Policy & Procedures for the Handling of Reimbursement Claims. Discuss and/or act on any recommendations. There were no recommendations for any changes to the Policy & Procedures for the Handling of Reimbursement Claims. **Motion by** Sass/Goff to approve the current Policy & Procedures. **Motion carried.**

LEPC Bylaws. Review of and any recommendations. There were no recommendations for any changes to the Bylaws. **Motion by** Eggebrecht/Goff to approve the current Bylaws. **Motion carried.**

LEPC Membership, review and act on recommendations for appointment. Gervais reported there are two vacancies on the Committee, one is for Public Health and the other is for American Red Cross. Sarah Grossheusch from Public Health and Lisa McElmurry from American Red Cross have agreed to serve on the Committee. Sarah will replace Chris Saloun and Lisa will replace Shirley Keeton. **Motion by** Wollin/Eggebrecht to approve the changes to the membership list. **Motion carried.**

Discuss and/or act on LEPC Compliance Inspector, Designation of State. **Motion by** Rogers/Eggebrecht to designate the State of Wisconsin as the Compliance Inspector for Adams County LEPC. **Motion carried.**

Discuss and/or act on Update of Adams County Strategic Plan. Gervais discussed proposed changes necessary to update the Adams Countywide Strategic Plan policies and procedures for responding to hazardous materials incidents and/or incidents. **Motion by** Eggebrecht/Sass to accept the revisions and approve the Strategic Plan. **Motion carried.**

Review/approval of off-site Plans for Facilities with Extremely Hazardous Chemicals. Gervais explained revisions made to the EPCRA Offsite Plans for three facilities: Rock Tenn Corporation, Grande Cheese Company and Level 3 Communications. **Motion by** Goff/Sass to approve the three off-site facility plans with the changes as discussed. **Motion carried.**

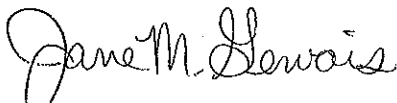
Gervais advised the committee that a full-scale Active Shooter exercise will be held at the High School on April 6, 2015.

Public Input, if requested. No public input.

The next meeting date of this committee will be Monday, August 24, 2015, at 9:30 a.m.

Motion by Goff/Sass to adjourn at 10:00 a.m. **Motion carried.**

Respectfully submitted,



Jane M. Gervais
Secretary/Coordinator of Information
Adams County Emergency Management Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: March 4, 2015

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. with the following members present: Larry Babcock, Al Sebastiani, Rocky Gilner, Mark Hamburg and Barb Morgan. Randy Theisen was excused. Others present were: Matt Bremer sitting in for Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Pledge of Allegiance. Was this meeting properly announced? Cathy Allen stated that it was. Roll call. Barb Morgan made a motion to approve the agenda as noticed. Al Sebastiani seconded the motion. All in favor. Motion carried. Chairman Joe Stuchlak requested that the record show that Al Sebastiani will abstain from both the Kenneth Crothers and Gloria Jerome public hearings.

Public Hearings: Kenneth E. Crothers/Bug Tussel Wireless – Conditional Use Permit request under Section 5-3.03 (A) (21) of the Adams County Comprehensive Zoning Ordinance to allow construction of a 250' self supporting communications tower with associated ground equipment, fenced compound and access driveway on property located in the W ½, NE ¼, NW ¼, Section 22, Township 14 North, Range 7 East, Town of New Haven, Adams County, Wisconsin. Letters from the Wisconsin Agricultural Aviation Association and Highway Department were read into the record. The Town did not object. Ray Bildings was present to explain the request. Discussion was held. Barb Morgan made a motion to grant the Conditional Use. Larry Babcock seconded the motion. Roll Call Vote: 5 – Yes. Motion carried. Gloria Jerome/Bug Tussel Wireless - Conditional Use Permit request under Section 5-3.03 (A) (21) of the Adams County Comprehensive Zoning Ordinance to allow construction of a 250' self supporting communications tower with associated ground equipment, fenced compound and access driveway on property located in the NW ¼, SW ¼, Section 16, Township 14 North, Range 6 East, at 3869 County Road Q, Town of Dell Prairie, Adams County, Wisconsin. Letters from the Wisconsin Agricultural Aviation Association and Highway Department were read into the record. The Town did not object. Ray Bildings was present to explain the request and stated that this is the last of the eighteen proposed sites. Discussion was held. Rocky Gilner made a motion to grant the Conditional Use. Mark Hamburg seconded the motion. Roll Call Vote: 5 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that public participation would be taken as needed.

Mark Hamburg made a motion to approve the amended minutes from the January 13, 2015 Forestry District Informational meeting and the February 4, 2015 Committee Meeting minutes. Larry Babcock seconded the motion. All in favor. Motion carried.

County Surveyor Greg Rhinehart was unable to present his report for the month of February in person, but it was submitted in writing to the Committee for review. Mark Hamburg made a motion to approve the Surveyor's report as presented. Al Sebastiani seconded the motion. All in favor. Motion carried.

Jodi Helgeson had submitted the Register of Deed's Annual Report in writing because she was out of town and was not sure if she would be back in time to present it in person. Mark Hamburg made a motion to approve the Register of Deeds report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Jodi Helgeson arrived at 1:29 P.M. and stated that she did not have anything to add to the report presented, other than her Annual Report would also be presented at the next County Board meeting.

Forestry District: Chairman Joe Stuchlak stated that the Land & Water Department is working on a Resolution to appropriate monies collected by the County from Managed Forest Law severance withdrawals towards purchasing land to start a County Forest. Discussion was held.

Adams County Planning & Zoning
Committee Meeting
March 4, 2015
Page #2

It was the consensus of the Committee to review the Forestry District Draft line by line. After review, comments taken from attendees and discussion by Committee members, there were a few changes made to Section 5-9.00 through Section 5-9.02. Chairman Joe Stuchlak instructed the recording secretary to make the changes to the Draft, print it out and get a copy to Phil McLaughlin for his review. Mr. Stuchlak stated that possibly Mr. McLaughlin will be back when the Committee continues the review of the Draft at the next Committee meeting.

Planning & Zoning Updates: Cathy Allen informed the Committee that the first batch of Septic Tank Maintenance notices for 2015 were mailed out Monday, the second batch goes out on March 16th and about 580 Citations for noncompliance of the 2014 notices will be mailed out on March 18th.

The final report for 2014 Financials and the January Financial Report was presented to the Committee for review. Larry Babcock made a motion to approve the Final 2014 and January 2015 Financial Reports as presented. Al Sebastiani seconded the motion. All in favor. Motion carried.

Correspondence: None.

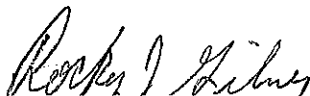
The next Committee meeting was scheduled for April 1, 2015 at 1:00 P.M.

Larry Babcock a motion to adjourn. Barb Morgan seconded the motion. All in favor. Motion carried.

Adjourned: 2:31 P.M.



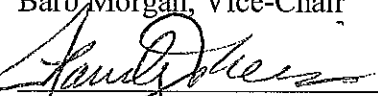
Joe Stuchlak, Chair



Rocky Gilner



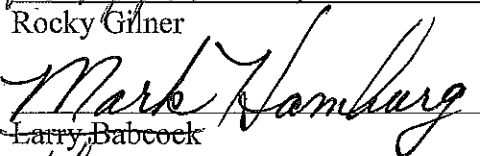
Barb Morgan, Vice-Chair



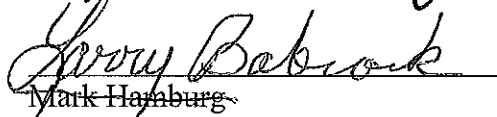
Randy Thomsen



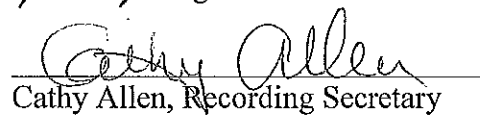
Al Sebastiani



Larry Babcock



Mark Hamburg



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: April 1, 2015

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. with the following members present: Mark Hamburg, Larry Babcock, Al Sebastiani, Rocky Gilner, Barb Morgan and Randy Theisen. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; and County Board Supervisors Dave Repinski and Bob Eggebrecht. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll call. Barb Morgan made a motion to approve the agenda as noticed. Mark Hamburg seconded the motion. All in favor. Motion carried.

Public Hearings: Gregory & Roberta S. Stroede – Rezoning request of a portion of a 41.3 acre parcel (3 acres) from an A1 Exclusive Agriculture District to an R1-LL Single Family Residential District for a building site on property located in the NW ¼, NW ¼, Section 2, Township 14 North, Range 6 East on 9th Avenue, Town of Dell Prairie, Adams County, Wisconsin. Greg Rhinehart was present to represent the Stroede's and explained the request. Discussion was held. Al Sebastiani made a motion to grant request and forward that recommendation to the County Board for final approval. Randy Theisen seconded the motion. Roll Call Vote: 7 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and stated that public participation would be taken as needed.

Larry Babcock made a motion to approve the minutes from the March 4, 2015 Committee Meeting. Randy Theisen seconded the motion. All in favor. Motion carried.

County Surveyor Greg Rhinehart presented his report for the month of March. Mark Hamburg made a motion to approve the Surveyor's report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Jodi Helgeson could not be present today so the Register of Deeds and Land Information report was submitted in writing. Randy Theisen made a motion to approve the Register of Deeds and Land Information report as presented. Mark Hamburg seconded the motion. All in favor. Motion carried.

Birchcliff Resort & Condominium Preliminary Plat: Dale Daggett was present to answer any questions and indicated that there was a small change since originally submitted to the Planning & Zoning Department. That change being a border area around the northern units. Discussion was held. Barb Morgan made a motion to approve the Preliminary Plat of Birchcliff Resort & Condominium. Mark Hamburg seconded the motion. All in favor. Motion carried.

Forestry District: After review, comments taken from attendees and discussion by Committee members, the only change to the Draft for the Forestry District was to use the standard setbacks under Section 5-9.05 (A) Class A, B & C Highways and to remove Section 5-9.09 as signs are addressed under Section 5-9.00 (L). Discussion was held regarding permitting agriculture as a Conditional Use and how to decide what properties will be in a Forestry District. Mr. McLaughlin may have proposed forestry maps at the May meeting for the Committee to review.

Mr. McLaughlin stated that he has a call into the UW about utilizing an intern to help with shoreline buffer compliance requirements. Discussion was held regarding the July 1, 2015 buffer compliance deadline. Mr. McLaughlin was instructed to check with Corporation Counsel as to what would be required to extend the deadline.

Adams County Planning & Zoning
Committee Meeting Minutes
Page #2

Planning & Zoning Updates: None.

The Financial Report for March was presented to the Committee for review and approval. Barb Morgan made a motion to accept the Financial Report as presented. Mark Hamburg seconded the motion. All in favor. Motion carried.

Correspondence: None.

Chairman Stuchlak requested to take a short recess before going into closed session. Phil McLaughlin stated that since the closed session was in regard to him, he wished to discuss the matter in open session. Chairman Stuchlak asked the Committee if anyone had a problem with having the discussion in open session. It was noted that no one had a problem with it.

Barb Morgan made a motion to take a short recess. Mark Hamburg seconded the motion. All in favor. Motion carried.

RECESS: 2:25 P.M.
RECONVENE: 2:30 P.M.

Chairman Stuchlak called the meeting back to order at 2:30 P.M.

Supervisor Mark Hamburg stated that he had heard rumors that there might be a conflict of interest in the fact that Mr. McLaughlin is the Zoning Administrator for Adams County and also the Chairperson for the Town of Rome. He found that after researching the matter that there was no conflict of policies found. Also discussed were hours worked. No action taken.

The next Committee meeting was scheduled for May 6, 2015 at 1:00 P.M. If a public hearing for a Conservancy rezone is submitted, the Committee will meet at that specific site at 12:00 P.M. prior to the 1:00 Public Hearings.

Al Sebastiani made a motion to adjourn. Mark Hamburg seconded the motion. All in favor. Motion carried.

Adjourned: 2:52 P.M.

Joe Stuchlak, Chair

Rocky Gilner

Barb Morgan, Vice-Chair

Larry Babcock

Randy Theisen

Mark Hamburg

Al Sebastiani



Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Minutes
Wednesday, March 11, 2015
9:00 a.m. Room A160

Meeting was called to order by Vice-Chair Pisellini at 9:05 am.

The meeting was properly announced.

Roll Call: Pisellini, Djumadi, Kotlowski and Gilner present. Excused, Repinski. Also present was Wollin, Zander, Richards, Wagner, Hamman and McFarlin.

Motioned by Kotlowski/Gilner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Gilner/Kotlowski to approve the February 11, 2015 minutes. Motion carried by unanimous voice vote.

Item # 6 Open and act on bids for tax foreclosure property. None

Item #7 Discuss and/or act on replacement of counters and cabinets in the Jail Pod Control. \$9,827 cost estimate for installation & cutting counter tops, electrical not needed. Need to provide design-simplex upgrade (vacant space). To be paid out of jail assessment. Add to next month's agenda.

Item #8 Discuss and/or act on Easton Store PECFA related. DNR was not happy with how drilling was completed by Metco, therefore DNR will not close the site because it still needs to be monitored. Wagner contacted Ron, he said he drilled in same spots. There is a different of opinion between Metco and DNR, he is still working on it and will report next month if any update information is available.

Item #9 Discuss long term plan at fairgrounds. Change of plans for storm water run-off, waiting on new plan. Discussion regarding historical building roof took place.

Item #10 Discuss and/or act on office space/utilization of ADRC/Community Center. To be brought back next month.

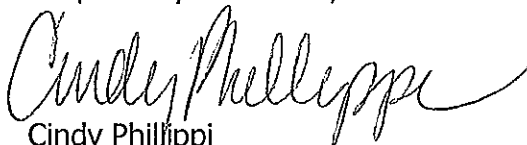
Item #11 Update on maintenance items. Discussion on main air-conditioning unit; pressure tank issue; Health & Human Services parking lot is draining off well.

Next meeting date is set for April 15, 2015 at 9 a.m.

Items for next agenda are: Discuss and/or act on replacement of counters and cabinets in the Jail Pod Control; Discuss and/or act on Easton Store PECFA related; Discuss long term plan at fairgrounds; Discuss and/or act on office space/utilization of ADRC/Community Center.

Motioned by Kotlowski/Gilner to adjourn at 10:05 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have not been approved by the committee.

CP\bw

Public Safety & Judiciary CommitteeWednesday, March 11, 20159:00 a.m. – Conference Room A260**MINUTES**

Chairman Allen called the meeting to order at 9:00 a.m. The meeting was properly announced.

Committee members present: Robert Eggebrecht, Marge Edwards, Jack Allen, and Robert Grabarski – Jerry Kotlowski was excused.

Others present: Carol Collins, Dennis McFarlin, Janet Leja, Ken Wagner, Kathie Dye, Terry Reynolds, Sam Wollin, and Terry Fahrenkrug

Motion by Eggebrecht to approve the agenda, seconded by Edwards. Motion carried by unanimous vote. Kotlowski – Excused.

Motion by Grabarski to approve the prior meeting minutes (February 11, 2015), seconded by Eggebrecht. Motion carried by unanimous vote. Kotlowski – Excused.

There was no public participation. There was no correspondence.

District Attorney – Tania Bonnett and/or Jonathan Barnett – Not Present

The District Attorney's Office was not scheduled to attend the meeting. Committee was provided with the financial report for February. There were no questions.

Eyes of Hope Shelter—Kris Steffens—Not Present

The Eyes of Hope Shelter was not scheduled to attend the meeting. There was no written report for February to review.

Family Court Commissioner – Dennis McFarlin – Present

Committee was provided with a written report for February. McFarlin updated the committee on the status of the website he is developing to provide information to the public. McFarlin stated he is trying to put as much information as he can assemble on the website.

Child Support – Janet Leja – Present

Committee was provided with the performance measures for February and financial reports for December 2014 & February 2015. Leja discussed the performance measures and stated they are on track. They are concentrating on collecting on arrears and current child support orders. Payments have been coming in recently with the tax intercept program. Leja discussed her financial reports and stated there is nothing unusual to report. Leja informed the committee that her office is having problems with sending and receiving emails. They were contacted by the State after [no response to several of the State's emails sent to monitor case files](#). [Committee was updated on a recent arrest in Tennessee for an Adams County warrant issued for unpaid child support](#). Leja stated the wanted poster and social media have been helpful. Leja discussed their upcoming pregnancy prevention presentations and stated they have seen a decrease in teen pregnancy rates with the pregnancy prevention programs.

Clerk of Circuit Court – Kathie Dye – Present

Committee was provided with the financial report for February. Dye discussed the financial report and explained her larger expenses usually take place in October. There were no questions. Dye stated two deputies will be going to a training for a new law going into effect in April regarding DNA testing. Dye anticipates there will be more window traffic for her department when McFarlin discontinues holding his informational sessions with the public. Dye gave an update on the Clerk of Court Conference that she attended and stated it was very informative.

P94

Register in Probate – Terry Reynolds – Present

Committee was provided with a written report and financial report for February. Reynolds discussed her reports and answered the committee's questions. Reynolds states her office is fully staffed and running smoothly. Reynolds stated she has a conference coming up in April that she will be attending. Reynolds explained the hotel for the conference is paid for, but she will be paying for meals and mileage herself as those expenses were not put back in the budget for 2015 as requested.

Emergency Management – Jane Gervais – Not Present

Emergency Management was not scheduled to attend the meeting. Committee was provided with a written report and financial report for February. Gervais made a written request to have Lisa McElmurry appointed to the Local Emergency Planning Committee in place of Shirley Keeton. **Motion by Edwards to appoint Lisa McElmurry to the Local Emergency Planning Committee as recommended by Gervais, seconded by Eggebrecht. Motion carried by unanimous vote. Kotlowski – Excused.** Discussion was held regarding the hazmat team. Committee would like a follow-up discussion with Gervais and possibly a representative from the hazmat team next month. Chairman Allen stated he will speak to Gervais regarding the committee's request for more discussion.

Medical Examiner – Marilyn Rogers – Not Present

The Medical Examiner's Office was not scheduled to attend the meeting. Committee was provided with a written report and financial report for February to review. Committee questioned where the original deed was being filed for the cemetery plot that was purchased and Chairman Allen stated he would find out and report back next month.

Sheriff's Office – Sheriff Wollin and Chief Deputy Fahrenkrug – Present

Committee was provided with the monthly financial report and Animal Control report for February. There were no questions. Wollin discussed the project in pod control to replace the countertops and voiced his concerns regarding using stainless steel countertops that maintenance recommends versus the modular system countertops. Fahrenkrug updated the committee on the issue last month with regard to an inmate coming late to court. Fahrenkrug stated it was due to a schedule change and was an isolated incident on that day. Committee was provided with the updated job descriptions for Jail Administrator, Jail Sergeant, Jail Deputy, and Lieutenant-Patrol. Wollin discussed the revised job descriptions and explained the minor changes that were made with going from the Jail Captain to the Jail Administrator position. **Motion by Grabarski to approve the revised job descriptions for the Jail Administrator, Jail Sergeant, Jail Deputy, and Lieutenant-Patrol, seconded by Edwards. Motion carried by unanimous vote. Kotlowski-Excused.** Wollin stated Jail Deputy Darin Babcock has resigned and his last day will be 3/22/15. The resolution to recognize his years of service to Adams County was discussed. **Motion by Edwards to approve the resolution to recognize Darin Babcock for his years of service to Adams County, seconded by Eggebrecht. Motion carried by unanimous vote. Kotlowski-Excused.**

Motion by Grabarski to approve vouchers and monthly expense reports as presented, seconded by Edwards. Motion carried by unanimous vote. Kotlowski – Excused.

Identify upcoming agenda items: Emergency Management to discuss the hazmat team to address any additional concerns.

Set next monthly meeting date as April 8, 2015 at 9:00 a.m.

Motion by Grabarski to adjourn, seconded by Edwards. Motion carried by unanimous vote. Kotlowski – Excused. Meeting adjourned at 10:31 a.m.

These minutes have not been approved by Public Safety & Judiciary Committee.

Respectfully Submitted,

Robert Grabarski
Secretary

ADAMS COUNTY SURVEYOR'S OFFICE
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ADAMS COUNTY SURVEYOR'S REPORT # 496

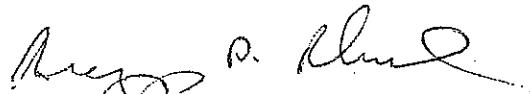
Report for the month of March, 2015

The 2015 Government Land Corner Maintenance project area is Adams, Quincy and Easton Townships. Work is continuing in the project area. The project is progressing well.

On March 12, Sue, Jon and I attended the **"Aligning County Surveying and Parcel Mapping in Wisconsin"** forum. Funding for state wide initiatives were discussed. The State is working on a state wide parcel mapping project. I will continue to monitor the project for opportunities within the county.

I am continuing to respond to queries and perform the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
 P.O. BOX 187, FRIENDSHIP, WI 53934
 (608) 339-4226

SUMMARY OF ACCOUNTS 2014

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,900.00	\$25,500.00	\$ 300.00
JANUARY	325.00		100.00
Balance	\$3,575.00	\$25,500.00	\$ 200.00
FEBRUARY	325.00	7,445.15	
Balance	\$3,150.00	\$18,054.85	\$ 200.00
MARCH	325.00		
Balance	\$2,825.00	\$18,054.85	\$ 200.00
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER \$			
Balance			
Grand Total			

**Extension Committee
Minutes of Meeting
March 10, 2015 @ 1:00PM**

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103 at the Adams County Community Center by Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Robin Skala, Heidi Roekle, Larry Borud and Dan Wysocky – Present.
Extension Staff: Jennifer Swensen, Leah Eckstein, Mary Monroe-Erdmann and Linda Arneson – Present.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Wysocky and Second by Roekle to approve agenda. Motion carried by unanimous voice vote.
5. **Approve Minutes:** Motion by Roekle and Second by Borud to accept minutes of the February 10, 2015 as presented. Motion carried by unanimous voice vote.
6. **Public Participation:** None
7. **Communication:** Swensen shared information on Extension “Capitol Connections” to take place on April 30th. Swensen also provide Committee Members with a brochure received by the UW-Extension Local Government Center on “Parliamentary Procedure for Wisconsin’s Governments WisLine series.
8. **Items for Action or Discussion:**
 - a) **Review and place on file monthly reports of Jennifer Swensen, Leah Eckstein, and WNEP:** Monthly reports discussed. Motion by Roekle Second by Borud to place monthly reports on file. Motion carried by unanimous voice vote.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed current calendars for all education staff.
 - c) **Review Check Summary and Financial Statements:** Financial Statements for December 2014 and the Check Summary and Financial Statements for February 2015 were reviewed and discussed. Motion by Roekle Second by Skala to place Check Summary and Financial Statements on File. Motion carried by unanimous voice vote.
 - d) **Agriculture Agent/WNEP Coordinator Position – Updates:** Final interviews for the Agriculture Agent are scheduled for March 16th in Adams. Extension Committee members will participate in the interview process. Linda Arneson will prepare an Extension Committee Agenda for the March 16th meeting. Theresa Wimann will not be returning to Adams County. Madison will post the vacant Adams County WNEP Coordinator position in the near future.

- e) Drainage Board Vacancy Update: Committee was advised that Judge Pollex was informed that we only had one application. To date Extension had not received a response from Judge Pollex.
 - f) Extension Storage at the AF School District Admin Building: Committee was informed that the Extension Storage at the AF School District Admin Building has been building/piling up over the years, and needs to be sorted and a number of things such as old/outdated curriculums disposed. Extension will get a dumpster to be paid with funds received by the state for program support.
 - g) Juneau County Proposal to Share Educators: Discussion held on phone call received by Adams County Clerk from the Juneau County Board Chair regarding possibility of sharing Extension Agents. UW-Extension Regional Director Tom Schmitz joined conversation via phone. Juneau County Extension Committee has discussed this and they do not wish to share agents. Pros and cons to such an arrangement were discussed. The Adams County Extension Committee unanimously agreed that a sharing of agents would not be beneficial to Adams County and were not interested in pursuing a sharing arrangement.
 - h) Community Center: Monthly meetings with members of ADRC Nutrition Site, Library and Extension continue and are beneficial. There is a concern with the sanitation of the bathrooms at the Community Center. Tracy Hammond, Maintenance Department will be contacting the company that cleans the Community Center.
9. **Set Next Meeting Date**: March 16, 2015 at 9:00 a.m. and April 14, 2015 at 1:00 P.M. at the Adams County Community Center.
10. **Agenda Items for Next Meeting**:
- Agriculture Position
 - Out-of-State Travel Resolution for Swensen
 - Support Staff Position Descriptions
 - Drainage Board Update
11. **Adjourn**: Motion by Borud and Second by Roekle to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 1:42 p.m.

Minutes taken by
Linda Arneson
recording secretary
UW-Extension, Adams County

Robin Skala, Committee Secretary

THESE MINUTES HAVE NOT YET BEEN APPROVED BY COMMITTEE

**Extension Committee
Minutes of Meeting
March 16, 2015 @ 9:00AM**

1. **Call to Order:** Meeting was called to order at 9:00 a.m. in Room 103 at the Adams County Community Center by Chair, Florence Johnson.
2. **Roll Call: Board Members:** Florence Johnson, Heidi Roekle, and Dan Wysocky – Present
Larry Borud and Robin Skala – Excused.
Extension Staff: Jennifer Swensen, Leah Eckstein, Lynn Dolata and Linda Arneson – Present.
Others Present: Tom Schmitz, Director North Central Region UW-Extension
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Roekle Second by Wysocky to approve the agenda. Motion carried by unanimous voice vote.
5. **Closed Session:** Motion by Wysocky and Second by Roekle to convene in closed session per §19.85(1)(c), Wis. Stats., for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call: Roekle-Yes, Wysocky-Yes, Johnson-Yes. Motion carried.

Motion by Roekle Second by Wysocky to break for lunch at 11:45 a.m. Motion carried by unanimous voice vote. Motion to reconvene in closed session by Roekle Second by Wysocky at 12:25 p.m. Motion carried by unanimous voice vote.
6. **Reconvene in Open Session:** Motion by Roekle Second by Wysocky to reconvene in open session per §19.85(2), Wis. Stats., to consider and vote on appropriate matters. Roll call: Roekle-Yes, Wysocky-Yes, Johnson-Yes. Motion carried. Motion by Roekle Second by Wysocky to move forward with decision reached in closed session and to authorize Tom Schmitz to contact the applicants for the vacant Agriculture Agent position. Roll Call: Roekle-Yes, Wysocky-Yes, Johnson-Yes. Motion carried.
7. **Adjourn:** Motion by Wysocky and Second by Roekle to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 2:08 p.m.



Minutes taken by
Linda Arneson
Recording Secretary
UW-Extension, Adams County

Robin Skala, Committee Secretary

THESE MINUTES HAVE NOT YET BEEN APPROVED BY COMMITTEE

1 of 1